

# ANATOMY & PHYSIOLOGY I

BIOL3455.001 & 002

ONLINE

**Instructor** Ruben D. Ramirez, M.D., Ph.D.

**Phone** (972) 883-4172

**Office** SLC 2.406

**E-mail** [Ruben.Ramirez@UTDallas.edu](mailto:Ruben.Ramirez@UTDallas.edu)

**Office Hours** Tuesday & Thursday, by appointment only

---

## Description:

Biology 3455, Human Anatomy and Physiology I, is the first of a two-part series designed as a comprehensive examination of the basic principles of human physiology in the context of a detailed examination of human anatomy. The course is designed to give the pre-professional health care student a detailed fundamental background to enable the student to excel in the anatomical and physiological sciences within the professional school curriculum. This first-half study of the structure-function relationship includes a survey of tissue types, osseous histology and structures, skeletal muscle physiology and anatomy, neurophysiology and anatomy and sensory systems. Emphasis will be placed on the anatomy, physiology, and the interrelationships of these systems as outlined in a model-based laboratory setting.

## Student Learning Outcomes:

1. Develop an anatomical vocabulary to effectively describe clinical findings from a physical examination.
2. Recognize the macroscopic and microscopic anatomical structures of human body and explain their physiological roles.
3. Describe the principle of homeostasis and the feedback loops to control physiological systems in the human body.
4. Explain how physiological processes, mechanisms and pathways of the human body influence and maintain human homeostasis.
5. Recognize and explain the interrelationships between organ systems, their anatomical structures, and their physiological functions in the human body.
6. Recognize and explain the pathophysiological mechanisms for homeostatic imbalances.
7. Demonstrate laboratory procedures to examine anatomical structures (in models, dissections, and microscopic slides) and determine their physiological functions.
8. Analyze and interpret data from anatomical and physiological graphs.

## Course Pre-Requisite, Co-Requisite, and/or Other Restrictions:

Pre-requisite: Introduction to Modern Biology II (BIOL2312) or equivalent.

Co-requisite: Human Anatomy & Physiology Lab: BIOL 3455. 301, 302, 303, 304, 305, 306, 307, 308, 309, 801 & 802.

## Minimum Technology Requirements for Online Courses:

The minimum technology requirements for online courses can be found in the **Getting Started with eLearning**. Please go to <https://ets.utdallas.edu/elearning/students/current/getting-started#techregs> for these requirements.

### Minimum Student Skills

Due to the nature of this online upper-division biological course, the students should have good time management skills, be self-motivated, and highly organized to complete the course requirements for lecture and lab. **Online courses** are much like **self-study** (but **NOT self-paced**) **courses**. And courses such as BIOL3455 require daily, dedicated study and application for learning and understanding of anatomical and physiological concepts.

Proficiency with word processing applications, sending email, attaching multiple files to emails, digital imaging, scanning, creating zip files, printing, and saving files attached to email, ability to read a college textbook are a must.

To participate in the course through the Internet, you must be able to do the following:

- Send and receive email through Office 365, be able to send/receive files through eLearning --including ZIP files, attaching files, and opening attached files.
- Participate in an online discussion forum and navigate REQUIRED online resources and eLearning
- Access resources on the World Wide Web and know how to document those sources. For additional information please see UTD Library.

### Be Advised

**This is NOT a "self-paced course"**. You will be expected to keep up with the textbook readings, complete assignments, participate in discussion and submit all as stated on the semester calendar according to submission deadline. Students will need to turn in assignments by attaching through eLearning.

### Netiquette Expectations

Just as in a traditional classroom, a positive attitude is expected, and disrespect directed at any classmate will NOT be tolerated. Inappropriate comments may be forwarded to the Dean of Students. The college expects students to conduct themselves in the online class in such a way as to not interfere with or disrupt the educational process. Students are expected to be respectful toward their fellow students, TAs and the professors. Inappropriate conduct is any conduct whose intent or outcome results in the interruption or disruption of the learning process or participating in any activity that is unrelated to the classroom activity. All such activities are counterproductive to the learning environment and disrupt the educational process.

Inappropriate behavior or blatant disregard for the professor's directions will be reported to the Dean of Students. Continuance of such behavior may result in permanent removal from the course.

### Contact Information of A&P Professors:

**Lab Instructor** Meenakshi Maitra, Ph.D.

**Office** FO3.617

**E-mail** [Meenakshi.Maitra@utdallas.edu](mailto:Meenakshi.Maitra@utdallas.edu)

**Office Hours** M, 10:30 am – 12:30 pm

---

**Lab Instructor** Michelle Wilson, Ph.D.

**Office** FN 3.116

**E-mail** [Michelle.Wilson@utdallas.edu](mailto:Michelle.Wilson@utdallas.edu)

**Office Hours** By appointment only

---

**Phone** (972) 883-6913

**Lab Instructor** Zhuoru (Ruth) Wu, Ph.D.

**Office** SLC 2.408

**E-mail** [Zhuoru.Wu@UTDallas.edu](mailto:Zhuoru.Wu@UTDallas.edu)

**Office Hours** By appointment only

**Phone** (972) 883-2505

---

**Lab Instructor** TBA

**Office**

**E-mail**

**Office Hours**

**Phone**

---

Lab Sections:

<b>Lab Section</b>	<b>Days &amp; Times</b>	<b>Room</b>	<b>Professor</b>
301	Online	Internet	Dr. Maitra
302	Online	Internet	Dr. Wu
303	Online	Internet	Dr. Wu
304	Online	Internet	Dr. Wilson
305	Online	Internet	Dr. Maitra
306	Online	Internet	Dr. Maitra
307	Online	Internet	Dr. Maitra
308	Online	Internet	TBA
309	Online	Internet	TBA
801	Online	Internet	TBA
802	Online	Internet	TBA

## Required Textbook and Materials:

LECTURE	LAB
<p>1. Fundamental of Anatomy &amp; Physiology</p> <ul style="list-style-type: none"> <li>• Authors: Frederic H. Martini, Ph.D.; Judi L. Nath, Ph.D. &amp; Edwin F. Bartholomew, M.S.</li> <li>• 11<sup>th</sup> edition</li> <li>• Electronic book (eText or eBook)</li> <li>• <u>Modified</u> Mastering A&amp;P</li> </ul> <p>* When you go into the Lecture course in eLearning, you will be directed to the links to connect with Pearson</p> <p>* Then you can register and purchase the access codes for Mastering</p> <p>* And purchase the eBook/eText of the lecture textbook</p>	<p>* Human Anatomy &amp; Physiology Laboratory Manual</p> <ul style="list-style-type: none"> <li>○ Authors: Elaine N. Marieb, R.N., Ph.D. &amp; Lori A. Smith, Ph.D.</li> <li>○ 12<sup>th</sup> edition, main version</li> <li>○ Electronic book (eText or eBook)</li> <li>○ <u>Modified</u> Mastering A&amp;P</li> </ul> <p>* When you go into your Lab section in eLearning, you will be directed to the links to connect with Pearson</p> <p>* Then you can register and purchase the access codes for Mastering</p> <p>* And purchase the eBook/eText of the lab manual</p>

You can also purchase the hard copy of the lecture textbook and/or the lab manual. This is up to you. All we required is to have the lecture textbook (electronic or hard copy or both) and the lab manual (electronic or hard copy or both) plus the access to **Modified Mastering for the Lecture** and access to the **Modified Mastering for the Lab**. You will need both accesses. Each require their own access code. Access codes are book-specific (including the edition). Also, access codes can be purchase without eBook/eText.

So, pick your choice. But make sure you have at least one textbook (in any format: either electronic or hard copy) with Modified Mastering and one lab manual (in any format: either electronic or hard copy) with Modified Mastering.

## Textbooks and Lab Manuals in Library Reserve Desk:

One copy of the lecture textbook (Martini's) is on circulation desk in the Library. Request this reserved book in Circulation Desk. It is set for 2-hour check out.

## Grading Policy:

1. Grades for lecture will be calculated as follows:
- |                                                 |       |                               |
|-------------------------------------------------|-------|-------------------------------|
| a. Lecture Exams (4)                            | 60.0% | } = 100%: Final Overall Grade |
| b. Lecture Quizzes                              | 2.5%  |                               |
| c. Lecture Homework                             | 2.5%  |                               |
| d. Practical Lab Exams (3) and Post-Lab Quizzes | 30.0% |                               |
| e. Physiology Lab Activity                      | 2.5%  |                               |
| f. Lab Homework                                 | 2.5%  |                               |

## 2. Grading scale:

Grade	Score	Grade	Score	Grade	Score	Grade	Score
A+	100-96	B+	87-85	C+	77-75	D+	67-65
A	95-92	B	84-82	C	74-72	D	64-62
A-	91-88	B-	81-78	C-	71-68	D-	61-58
						F	57 and below

- Only the Final Grade will be rounded. Final Grade will be rounded to the nearest integer. A final grade of  $\geq 0.5$  will be rounded up; while a final grade of  $< 0.5$  will be rounded down. For example, a final grade of 87.5 will round up to 88, thus letter grade "A-"; while a final grade of 87.49 will round down to 87, thus letter grade "B+". No points or fraction of a point (regardless how small) will be awarded to increase to the next letter grade up (No EXCEPTIONS).
- Grades are determined based only on performance. Grades are not based on need, effort, or attendance.
- I do not curve grades (do not ask, beg, cry or plead).

## Lecture Examinations:

Exam I – 9/08 – 9/10, **Online in eLearning (HonorLock)** for sections 001 & 002 (Chapters 1, 4 & 5)

Exam II – 9/28 – 9/30, **Online in eLearning (HonorLock)** for sections 001 & 002 (Chapters 6, 10 & 11)

Exam III – 10/26 – 10/28, **Online in eLearning (HonorLock)** for sections 001 & 002 (Chapters 12, 13 & 14)

Exam III – 11/23 – 11/25, **Online in eLearning (HonorLock)** for sections 001 & 002 (Chapters 15, 16 & 17)

## Lab Examinations:

Practical I: 9/16 – 9/18 **Online in eLearning (HonorLock)** for all lab sections (Exercises 1 – 2, 6 – 7)

Practical II: 10/21 – 10/23 **Online in eLearning (HonorLock)** for all lab sections (Exercises 8 – 13)

Practical III: 11/16 – 11/20 **Online in eLearning (HonorLock)** for all lab sections (Exercises 15, 17, 19 – 26)

**For online exams in HonorLock (Lecture Exams and Lab Practical Exams), see Resources and Minimum Requirements for students (<https://ets.utdallas.edu/testing-center/honorlock>).**

**For those who do not have the means to get a webcam (cell phones are not allowed to be used as a camera during online exams), please go to the following link and request to borrow a laptop containing a webcam during the current semester: <https://www.utdallas.edu/oit/news/student-computer-checkout-availability/>**

**For any technical issues during the online exams, contact HonorLock Technical Support.** You will have a **Live Chat during the exam**, so that they will provide **on-site help, 24/7**. You can also reach them at **(844) 243-2500** or **[Support@Honorlock.com](mailto:Support@Honorlock.com)** prior to start the exam. **DO NOT use these phone number and email during the exam**, because proctors will flag you for violations.

### HonorLock:

Honorlock will proctor your lecture and lab exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7, and all that is needed is a computer (laptop or desktop, no phones of any kind), a working webcam/microphone, your ID, and a stable internet connection.

To get started, you will need Google Chrome and download the [Honorlock Chrome Extension](#).

When you are ready to complete your assessment, log into eLearning, go to your course, go the module containing the course (see Lecture Schedule, page 14, and Lab Schedule, page 15), and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where (1) you will take a picture of yourself, (2) show your UTD ID, and (3) complete a scan of your entire room and your workstation (i.e., desk, etc.). Honorlock will be recording your exam session through your webcam, microphone, and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it is on a secondary device. It can also detect second monitors.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through **live chat** on the [support page](#) or **within the exam itself**. Some guides you should review are [Honorlock MSRs](#), [Student FAQ](#), [Honorlock Knowledge Base](#), and [How to Use Honorlock](#). Good luck!

### Course Policy:

Components of the course that will be used to calculate your final overall grade are:

1. Lecture Exams,
2. Lecture Quizzes,
3. Lecture Homework,
4. Practical Lab Exams with Post-Lab Quizzes,
5. Lab Quizzes, and
6. Lab Homework.

1. Lecture Exams:
  - a. Four (4) "regular" lecture exams will be given during the semester. **There will be no Final Exam, even though the third exam is during the Final Exam Week.**
  - b. **All Lecture Exams will be in online in eLearning (HonorLock) (any change to this will be promptly updated).** Schedule for Lecture Exams can be found in pages 5, 14 and 20 of this syllabus.
  - c. Each Lecture Exam will count **15%** of final overall grade (thus, the Lecture Exam will be a total of **60%** of final overall grade). **Thus, no Lecture Exam will be dropped.**
  - d. The structure of the online Lecture Exams will be **multiple choice, true/false, matching, fill-in-the-blank, short-answer, and essay questions.**

These **guidelines** are for **online Lecture Exams**:

- The number of questions can vary **from 80 to 120 questions**.
- Online Lecture Exams will be **posted in eLearning for 3 days (72 hours)**. See pages 5, 14 and 20 of this syllabus
- However, the online Lecture Exams will be **timed**, i.e., 1 hour and 15 minutes if it is a 100-question exam
  - i. So, you must finish in **one sitting**,
- There will be only **ONE attempt per exam**.
- The grading scale of the Lecture Exams will be from 0 – 100.

- There will be **NO BONUS QUESTIONS** in any of the lecture exams.
  - i. Thus, the maximum score in each of the Lecture Exams will be 100.00
- No bonus/extra points will be awarded to the final overall grade either.
- Each student will receive a different set of questions, but the same number of questions per topic (not per chapter)
- All multiple-choice, true/false, and matching questions will require only **one marked answer**.
- **Multiple answers** will count as **incorrect** and will receive **no credit**.
- **Any question that is left without answer (either marked or typed)** will count as **incorrect** and will receive **no credit**.
  - i. Many times, students click, and click, and click to answer the question, but never hit (clicked) on the answer spot or never typed on the answer area (for any reason), and so, it never got registered by the system that you answered the question. So, the system marks it as "no answer provided."
  - ii. So, I am going to ask you to **DOUBLE CHECK, TRIPLE CHECK, MULTIPLE TIMES CHECK THAT YOU HAVE ANSWERED THE QUESTION AND THAT YOU HAVE MARKED OR TYPED THE ANSWER YOU INTENDED TO ANSWER.**
  - iii. **ONCE THE EXAM GETS SUBMITTED, NO ONE AND NOTHING WILL CHANGE YOUR EXAMS.**
  - iv. **NO CREDIT WILL BE GIVEN IF THIS HAPPENED TO YOU.**
  - v. **SO, PLEASE, PLEASE, PLEASE, DOUBLE CHECK, TRIPLE CHECK, AS MANY TIMES AS YOU WANT, BUT MAKE SURE YOUR ANSWERS GET MARKED/TYPED ON THE EXAM.**
- e. Everything in the textbook is fair game for lecture exams/lecture quizzes/lecture homework, regardless of whether it is presented in class or not. **Students are responsible to use all information contained throughout the entire chapters and in additional provided resources (see below) to prepare for exams/quizzes (whether this material is presented in class or not).** Information from additional provided resources is found in **Study Area (of the lecture)** activities of **Mastering A&P**, such as **PhysioEx 9.1, Interactive Physiology, Videos, Clinical Case Studies, etc.**, which will also be fair game for exams/lecture quizzes/lecture homework.
- f. For exam purposes only, when there are conflicts between the information contained in textbook (or any other outside source) and the material presented in class, the material presented by the professor in class will rule over what is written in textbook/outside sources.
- g. **Do not miss lecture exams! (If exams are missed you must be able to verify your reason for missing exam).**
- h. **Makeup lecture exams:**  
**DO NOT assume you are eligible to a makeup exam. It is up to the instructor to decide if a student is eligible for a makeup exam. Appropriate documentation must be supplied before any makeup exam is granted (please discuss with instructor what is considered an appropriate documentation).**

If there are circumstances that warrant a makeup, the instructor will determine the criteria for such an exam at the appropriate time. **However, be aware that the structure of makeup exams will be different than that specify in #1d above.**

The only Legitimate Reasons to make up missed lecture exams are as follows: death of an immediate family member, bona fide medical emergencies, and military orders. Proper documentation must be presented in writing before a makeup exam is granted. And it must be presented before the exam date, on the exam date, or not later than 1 week from the exam date – **no exceptions**

**NOTE 1.- Makeup exams WILL NOT be granted for other reasons, such as, trips to weddings, graduation, vacations, visits, etc.** Please, **DO NOT** purchase tickets for trips that would be during exam dates. If you must

go to this trip and/or if you have already purchased the tickets and/or it costs excessive amount of money to change trip tickets, reservations, etc., then consider dropping the course from the fall 2020 semester. Please, do not ask for "other ways."

- i. Graded on lecture exams will not be reviewed in class. On the date I post the exam scores, I will provide for dates to review the exam on a one-to-one, first come, first served basis in MS Teams. You will need your UTD ID comet card... no UTD ID, no review of your exam. After this review, grades will be considered final.

## 2. Lecture Quizzes:

- a. Lecture Quizzes will be taken in [eLearning](#).
- b. There will be a **maximum of 10 quizzes** posted in [eLearning](#). Quiz schedule, period to take the quiz, and the expiration dates are found in page 16 of this syllabus (quizzes will **disappear** from [eLearning](#) after the **EXPIRATION DATE**).
- c. Always read the instructions prior to taking the quiz.
- d. Lecture Quizzes will be posted in [eLearning](#) for **7 days (168 hours)**. During this period you can take the quiz (**due date/time** are shown in **page 16** of this syllabus and in [eLearning](#)). Thus, do not procrastinate, because there will be no makeup quiz for missing quizzes (**ABSOLUTELY NO EXCEPTIONS**). A missed quiz will receive a zero (0) score.
- e. Lecture Quizzes are **timed** (the time for each quiz may vary, so always read the instructions prior to begin the quiz). Thus, you must finish each attempt in **one sitting**. There will be only **two attempts** to take quizzes (you will get the highest score out of the two attempts).
- f. **The lowest two (2) lecture quizzes out of 10 quizzes will be dropped.** All quizzes are mandatory. There are no optional quizzes (if you miss a quiz, you will get a zero – 0 – score).
- g. The average of all lecture quizzes minus the lowest two scores (2) will count 2.5% of your Final Overall Grade.

## 3. Lecture Homework:

- a. Lecture Homework will be taken in [Mastering](#).
- b. You will find access to [Mastering](#) in [eLearning](#). You will first need to register in [Mastering](#) before you can get access to activities (including homework) in [Mastering](#). To do so, go to [eLearning](#), click on the lecture site for this course (Lecture), in the Course Menu (on the left hand side), click on "[Pearson Mastering A&P \(Homework\)](#)" link, and follow the instructions.
- c. There will be a **maximum of 10 Lecture Homework assignments**. Homework schedule, periods to take the homework, and the expiration dates are found in page 16 of this syllabus (homework assignments will **disappear** from [Mastering](#) after the **EXPIRATION DATE**).
- d. Lecture Homework will be comprised of activities and reading material from textbook or activities found in the **Study Area** of [Mastering](#) such as, **PhysioEx 9.1, Interactive Physiology, A&P Flix, Clinical Case Studies, etc..**
- e. Always read the instructions prior to taking homework. **You can lose points by answering incorrectly.** See sample of "**Grading Policy for Homework**" below, clause #3g.
- f. Check the grading setting on all homework under '**Grading Policy**' to see how homework will be graded. Below is a sample of grading policy (**THIS IS JUST A SAMPLE – SEE BELOW**):



**START OF SAMPLE (WITHIN QUOTATION MARKS)****"Grading Policy for Homework"**

Number of answer attempts per question is: 6

You gain credit for:

- Correctly answering a question in a Part
- Correctly answering a question in a Hint
- Not opening a Hint (2% bonus)

You lose credit for:

- Exhausting all attempts or giving up on a question in a Part or Hint
- Incorrectly answering a question in a Part or Hint

**Homework/Assignments are not timed. But there is a due date. Therefore, late submissions:** receive no credit. There will be no make-ups (**no exceptions**)

**Hints** are helpful clues or simpler questions that guide you to the answer. Hints are not available for all questions. There is **no penalty** for leaving questions in Hints unanswered.

**Grading of Incorrect Answers before the last attempt:**

- You lose 100% / (# of options - 1) credit per incorrect answer on multiple-choice and true/false questions.
- You lose 3% credit per incorrect answer on questions that are not multiple-choice or true/false."

**END OF SAMPLE**

- g. Lecture Homework **will NOT be timed, but they will have a due date.** You will have **7 days (168 hours)** to complete each homework (**due date/time** are shown in **page 16** of this syllabus and in [Mastering](#)). Thus, do not procrastinate, because there will be no makeup assignments or due date extensions for missing homework (**ABSOLUTELY NO EXCEPTIONS**). A missed homework will receive a zero (0) score. Late submission will not be accepted (**REGARDLESS OF THE REASON**).
  - h. There will be only **ONE attempt** to take homework. However, these homework assignments are like hard copy homework. That is, **you DO NOT need to finish in one sitting.** You can **save and continue** working on the homework the following day, until the due date/time (expiration date/time). Once the due date/time has been reached, you will not be allowed to continue working on the homework assignment.
  - i. **The lowest one (1) homework out of 10 homework assignments will be dropped.** All homework assignments are mandatory. There are no optional homework assignments (if you miss a homework assignment, you will get a zero – 0 – score).
  - j. The average of all lecture homework assignments minus the lowest score (1) will count 2.5% of your Final Overall Grade.
4. **Practical Lab Exams with Post-Lab Quizzes:**
- a. Three (3) practical lab exams will be given during the semester. **Schedule can also be found in pages 5, 15 and 20 of this syllabus.**

- b. All Practical Lab Exams will be in online in eLearning (HonorLock) (any change to this will be promptly updated). Schedule for Practical Lab Exams can be found in pages 5, 15 and 20 of this syllabus.
- c. Each Lab Practical Exam will count **10%** of final overall grade (thus, the Lab Practical Exam will be a total of **30%** of final overall grade). Thus, no Lab Practical Exam will be dropped.
- d. The structure of the practical lab exams will be **multiple choice, true/false, matching, fill-in-the-blank, short-answer, and essay questions.**

These **guidelines** are for **online Practical Lab Exams**:

- The number of questions can vary **from 60 to 100 questions.**
  - Online Lab Practical Exams will be **posted** in **eLearning** for **3 days (72 hours)**. See pages 5, 15 and 20 of **this syllabus**
  - However, the online Lab Practical Exams will be **timed**, i.e., 40 minutes if it is an 80-question exam
    - i. So, you must finish in **one sitting**,
    - ii. You will have an **additional 10 minutes** in each Lab Practical Exam to review your answers, i.e., 40 minutes if it is an 80-question exam + 10 minutes to review your answers, then you will have a total of 50 minutes in this hypothetical 80-question exam. These 10 minutes will be the same 10 minutes for any lab practical exam, regardless the number of questions in the practical exam.
  - There will be only **ONE attempt per exam.**
  - The grading scale of the Lab Practical Exams will be from 0 – 100.
  - **There will be NO BONUS QUESTIONS in any of the lab practical exams.**
    - i. Thus, the maximum score in each of the Lab Practical Exams will be 100.00
  - No bonus/extra points will be awarded to the final overall grade.
  - **Each student will receive a different set of questions, but the same number of questions per topic (not per chapter)**
  - All multiple-choice, true/false, and matching questions will require only **one marked answer.**
  - **Multiple answers** will count as **incorrect** and will receive **no credit.**
  - **Any question that is left without answer (either marked or typed)** will count as **incorrect** and will receive **no credit.**
    - i. Many times, students click, and click, and click to answer the question, but never hit (clicked) on the answer spot or never typed on the answer area (for any reason), and so, it never got registered by the system that you answered the question. So, the system marks it as “no answer provided.”
    - ii. So, I am going to ask you to **DOUBLE CHECK, TRIPLE CHECK, MULTIPLE TIMES CHECK THAT YOU HAVE ANSWERED THE QUESTION AND THAT YOU HAVE MARKED OR TYPED THE ANSWER YOU INTENDED TO ANSWER.**
    - iii. **ONCE THE EXAM GETS SUBMITTED, NO ONE AND NOTHING WILL CHANGE YOUR EXAMS.**
    - iv. **NO CREDIT WILL BE GIVEN IF THIS HAPPENED TO YOU.**
    - v. **SO, PLEASE, PLEASE, PLEASE, DOUBLE CHECK, TRIPLE CHECK, AS MANY TIMES AS YOU WANT, TO MAKE SURE YOUR ANSWERS GET MARKED/TYPED ON THE EXAM.**
- e. In addition, there will be **Post-Lab Quizzes** for **most (but NOT ALL)** lab sessions.
- There will be **11 Post-Lab Quizzes Total.**
  - **Post-Lab Quiz schedule, period to take the quiz, and the expiration dates** are found in page 19 of this syllabus (post-lab quizzes will **disappear** from **eLearning** after the **EXPIRATION DATE**).
  - Each Post-Lab Quiz will be worth 1 point
  - All points earned from Post-Lab Quizzes will be **added** to the pertaining Practical Lab Exam score
  - A **maximum of 6 Post-Lab-Quiz points** per Lab Practical Exam will be awarded

- Post-Lab Quizzes will be taken in **eLearning**.
  - All Post-Lab Quizzes will be posted in eLearning **from Friday to Sunday**
  - Post-Lab Quizzes will consist of **10 questions** which will be worded the same as in the real Practical Lab Exams. So, you can take these Post-Lab Quizzes as practice for the real Practical Lab Exam
  - Post-Lab Quizzes will be **timed = 5 minutes per 10 questions** (just like in real Practical Lab Exams)
  - You will have **two (2) attempt** to do the Post-Lab Quizzes, and the **highest score** will be taken
  - There will be **no makeup Post-Lab Quiz** regardless of the reasons (**No Exceptions**)
- f. Everything in the lab manual is fair game for practical lab exams/Physiology Lab Activities (PLAs)/lab homework assignments, regardless of whether it is presented in class or not. **Students are responsible to use all information contained throughout the entire exercises (lab chapters) and in additional provided resources (see below) to prepare for lab practical exams/PLAs/lab homework assignments (whether this material is presented in class or not).** Information from additional provided resources is found in **Study Area (of the Lab)** activities of **Mastering A&P**, such as **PhysioEx 9.1, Histology Atlas, A&P Flix, Bone Videos, PAL, Videos, etc.**, which will also be fair game for exams/PLAs/lab homework assignments.
- g. For exam purposes only, when there are conflicts between the information contained in the lab manual (or any other outside source) and the material presented in class, the material presented by the professor in class will rule over what is written in lab manual/outside source.
- h. **No one will be allowed to take practical lab exams in a lab section in which the student is not enrolled (regardless of the reason).**
- i. **Do not miss practical lab exams!** (If exams are missed you must be able to verify your reason for missing the practical lab exam).
- j. **Makeup practical lab exams are usually NOT given, due to the logistics involved in setting up a lab exam.**
- k. **In addition, do not assume you are eligible to a makeup practical lab exam. It is up to the instructor to decide if a student is eligible or not for a make-up exam. Appropriate documentation must be supplied before any makeup exam is granted (please discuss with instructor what is considered an appropriate documentation).**

If there are circumstances that warrant a makeup practical lab exam, the instructor of your lab section will determine **1) whether or not a makeup practical lab exam is logistically possible; and 2) the criteria for such an exam at the appropriate time.**

If the only option is to take a makeup practical lab exam in a different lab section, it could be allowed **only if there is room for the student to take the makeup practical lab exam (students enrolled in the alternative lab section have priority, and no one can take their seats in practical lab exams or regular lab classes).**

The only Legitimate Reasons to make up missed practical lab exams are as follows: death of an immediate family member, bona fide medical emergencies, and military orders. Proper documentation must be presented in writing before a makeup practical lab exam is granted. And due to the logistics to prepare a practical lab exam, request and documentation must be presented before the exam date – **no exceptions**

**NOTE 2.- Makeup exams will not be granted for other reasons, such as, trips to weddings, graduation, vacations, visits, etc.** Please, do not purchase tickets for trips that would be during exam dates. If you must go to this trip and/or if you have already purchased the tickets and/or it costs excessive amount of money to change trip tickets, reservations, etc., then consider dropping the course from the fall 2020 semester. Please, do not ask for "other ways."

- l. Graded on practical lab exams will not be reviewed in class. Each Lab Professor will explain to you how they want to do the review of the practical lab exams.

For students in my lab sections, on the date I post the exam scores, I will provide for dates to review the exam on a one-to-one, first come, first served basis in MS Teams. You will need your UTD ID comet card... no UTD ID, no review of your exam. After this review, grades will be considered final.

5. **Physiology Lab Activity (PLA):**

- a. PLAs will be taken in [Mastering](#) in your lab section. These will be in the form of a quiz.
- b. There will be a **maximum of 10 PLAs** posted in [Mastering](#). **PLA schedule, period to take the PLA, and the expiration dates are found in page 17 of this syllabus (PLAs will disappear from [Masering](#) after the **EXPIRATION DATE**).**
- c. Check the grading setting on all PLAs under '**Grading Policy**' to see how PLAs will be graded. See sample of grading policy in Lecture Homework (pages 8 – 9, clause #3f)
- d. **PLA will NOT be timed, but they will have a due date.** PLA will be posted in [Mastering](#) for **7 days (168 hours)**. So, you will have this amount of days to complete each PLA (**due date/time** are shown in **page 17** of this syllabus and in [Mastering](#)). Thus, do not procrastinate, because there will be no makeup assignments or due date extensions for missing PLAs (**ABSOLUTELY NO EXCEPTIONS**). A missed PLA will receive a zero (0) score. Late submission will not be accepted (**REGARDLESS OF THE REASON**).
- e. There will be only **ONE attempt** to take PLAs. However, these PLA assignments are like hard copy assignments. That is, **you do not need to finish in one sitting**. You can **save and continue** working on the PLA the following day, until the due date/time (expiration date/time). Once the due date/time has been reached, you will not be allowed to continue working on the PLA assignment.
- f. **The lowest two (2) PLAs out of 10 PLAs will be dropped.** **All PLAs are mandatory.** There are no optional PLAs (if you miss a PLA, you will get a zero – 0 – score).
- g. **The average of all PLAs minus the lowest two scores (2) will count 2.5% of your Final Overall Grade.**

6. **Lab Homework:**

- a. Lab Homework will be taken in [Mastering](#). You will find access to [Mastering](#) in [eLearning](#) of your lab section. You will first need to register in [Mastering](#) in your lab section before you can get access to activities (including lab homework) in [Mastering](#). To do so, go to [eLearning](#), click on the lab site for this course, in the Course Menu (on the left hand side), click on "[Pearson Mastering A&P \(Homework\)](#)" link, and follow the instructions.
- b. There will be a **maximum of 10 lab homework assignments**. **Homework schedule, periods to take the homework, and the expiration dates are found in page 18 of this syllabus (homework assignments will disappear from [Mastering](#) after the **EXPIRATION DATE**).**
- c. Homework will be comprised of activities and reading material from the lab manual or activities found in the **Study Area (of the Lab)** of [Mastering](#) such as, **PhysioEx 9.1, Interactive Physiology, A&P Flix, Clinical Case Studies, etc.**
- d. Check the grading setting on all homework under '**Grading Policy**' to see how homework will be graded. See sample of grading policy in Lecture Homework (pages 8 – 9, clause #3f)
- e. Homework **will NOT be timed, but they will have a due date.** You will have **7 days (168 hours)** to complete each homework (**due date/time** are shown in **page 18** of this syllabus and in [Mastering](#)). Thus, do not procrastinate, because there will be no makeup assignments or due date extensions for missing homework (**ABSOLUTELY NO EXCEPTIONS**). A missed homework will receive a zero (0) score. Late submission will not be accepted (**REGARDLESS**

OF THE REASON).

- f. There will be only **ONE attempt** to take homework. However, these homework assignments are like hard copy homework. That is, **you do not need to finish in one sitting**. You can **save and continue** working on the homework the following day, until the due date/time (expiration date/time). Once the due date/time has been reached, you will not be allowed to continue working on the homework assignment.
- g. **The lowest one (1) homework out of 10 homework assignments will be dropped.** All homework assignments are mandatory. There are no optional homework assignments (if you miss a homework assignment, you will get a zero – 0 – score).
- h. The average of all homework assignments minus the lowest score (1) will count 2.5% of your Final Overall Grade.

NOTE 3.- You will need a UTD photo-ID (UTD Comet Card) to get into the online lecture and lab exams in HonorLock. If presently you do not have an UTD photo ID, please get one before the first exam (photo-ID on Driver Licenses/Cards/Badges are not considered substitute of UTD photo-ID – we need your UTD number next to your official name (registered in UTD) and photo in the same document, not just your photo). No exam or grade will be given to students without UTD photo-ID (no exceptions). We are aware of the expense to attend college but having an UTD Comet Card is a requirement set by the university and the official Campus ID card for all UTD students, faculty, and staff. In addition, the first Comet Card is issued at no cost to all students. However, there is a \$20.00 fee for a replacement (so, take good care of your Comet Card).

NOTE 4.- The professor has the right to change the syllabus at any point during the semester.

In keeping with the spirit of the Privacy Act, grades and/or grade information will not be given to anyone other than the student and will not be discussed over the phone or emails.

#### UT Dallas Syllabus Policies and Procedures:

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to <https://go.utdallas.edu/syllabus-policies> for these policies.

**Lab Policies and Procedures:** No eating or drinking of any kind is allowed in the lab. Food and drinks must be either placed inside your backpack (it must not be visible) or leave outside the laboratory. No storage of food or drink in the laboratory. No food scraps in laboratory trash cans. Proper dress is always required. This includes no open toed shoes. An instructor has the right to ask a student that is improperly dressed to leave the lab or modify how they are dressed.

## LECTURE SCHEDULE:

LECTURE MODULES	LECTURE TOPICS	LECTURE CHAPTERS	LECTURE ASSIGNMENTS
1 (8/17 – 8/21)	Introduction Anatomy & Physiology	Chapter 1	Qz Chp 01 & HW Chp 01
2 (8/24 – 8/28)	Tissue Level of Organization	Chapter 4	
3 (8/31 – 9/04)	The Integumentary System	Chapter 5	Qz Chp 05 & HW Chp 05
4 (9/08 – 9/10)	***9/07 LABOR DAY*** Exam I	Chps 1, 4, & 5	(9/08 – 9/10)
5 (9/14 – 9/18)	Osseous Tissue & Bone Structure	Chapter 6	Qz Chp 06 & HW Chp 06
6 (9/21 – 9/25)	Muscle Tissue The Muscular System	Chapter 10 (10-1 to 10-8) Chapter 11 (11-1 to 11-4)	Qz Chp 10/11 & HW Chp 10/11
7 (9/28 – 9/30)	Exam II	Chps 6, 10 & 11	(9/28 – 9/30)
8 (10/05 – 10/09)	Neural Tissue	Chapter 12	Qz Chp 12 & HW Chp 12
9 (10/12 – 10/16)	The Brain & Cranial Nerves	Chapter 14	Qz Chp 14 & HW Chp 14
10 (10/19 – 10/23)	Spinal Cord, Spinal Nerves, & Spinal Reflexes	Chapter 13	Qz Chp 13 & HW Chp 13
11 (10/26 – 10/28)	Exam III	Chps 12, 13 & 14	(10/26 – 10/28)
12 (11/02 – 11/06)	Sensory Pathways & SNS	Chapter 15	Qz Chp 15 & HW Chp 15
13 (11/09 – 11/13)	The Special Senses	Chapter 17	Qz Chp 17 & HW Chp 17
14 (11/16 – 11/20)	Autonomic Nervous System	Chapter 16	Qz Chp 16 & HW Chp 16
15 (11/23 – 11/25)	Exam IV ***11/26 – 11/29 THANKSGIVING HOLIDAYS***	Chps 15, 16 & 17	(11/23 – 11/25)

\*\*MONDAY, 10/26 LAST DAY TO WITHDRAW\*\*

\*\*\*WEDNESDAY, 11/25 LAST DAY OF CLASSES\*\*\*

NOTE 5.- These descriptions and timelines in lecture schedule are subject to change at the discretion of the Professor.

## LAB SCHEDULE:

LAB MODULES	LAB TOPICS	LAB EXERCISES
<b>All Lab Sections</b>		
<b>1</b> <b>(8/24 – 8/28)</b>	Language of Anatomy, Organ Systems & Histology (Epithelial Tissues)	Ex. 1-2, Ex. 6
<b>2</b> <b>(8/31 – 9/04)</b>	Histology (Connective, Muscle & Nervous Tissue)	Ex. 6
<b>3</b> <b>(9/08 – 9/11)</b>	<b>***9/07 LABOR DAY***</b> Integumentary System & Membranes	Ex. 7
<b>4</b> <b>(9/16 – 9/18)</b>	<b>Practical Lab Exam I</b> <b>(9/16 – 9/18)</b>	<b>Ex. 1-2, 6-7</b>
<b>5</b> <b>(9/21 – 9/25)</b>	Overview of Skeleton Axial Skeleton	Ex. 8 Ex. 9
<b>6</b> <b>(9/28 – 10/02)</b>	Appendicular Skeleton Articulation & Body Movements	Ex. 10 Ex. 11
<b>7</b> <b>(10/05 – 10/09)</b>	Skeletal Muscle Fiber & Axial Muscles	Ex. 12 & 13
<b>8</b> <b>(10/12 – 10/16)</b>	Appendicular Muscles	Ex. 13
<b>9</b> <b>(10/21 – 10/23)</b>	<b>Practical Lab Exam II</b> <b>(10/21 – 10/23)</b>	<b>Ex. 8-13</b>
<b>10</b> <b>(10/26 – 10/30)</b>	Nervous System Brain & Cranial Nerves,	Ex. 15 Ex. 17
<b>11</b> <b>(11/02 – 11/06)</b>	Spinal Cord, Spinal Nerves, ANS & Reflexes	Ex. 19 Ex. 20 & 21
<b>12</b> <b>(11/09 – 11/13)</b>	General & Special Senses	Ex. 22-26
<b>13</b> <b>(11/18 – 11/20)</b>	<b>Practical Lab Exam III</b> <b>(11/18 – 11/20)</b>	<b>Ex. 15, 17, 19-26</b>

\*\*MONDAY, 10/26 LAST DAY TO WITHDRAW\*\*

\*\*\*WEDNESDAY, 11/25 LAST DAY OF CLASSES\*\*\*

NOTE 6.- These descriptions and timelines in lab schedule are subject to change at the discretion of the Professor.

LECTURE QUIZZES IN eLEARNING				LECTURE HOMEWORK IN MASTERING			
#	Chapter	Posted Period	Expiration	#	Chapter	Posted Period	Expiration
1	01	08/17, 7:00pm – 08/24, 11:59pm	08/24, 11:59:00pm	1	01	08/17, 7:00pm – 08/24, 11:59pm	08/24, 11:59:00pm
2	05	08/31, 7:00pm – 09/08, 11:59pm	09/08, 11:59:00pm	2	05	08/31, 7:00pm – 09/08, 11:59pm	09/08, 11:59:00pm
3	06	09/14, 7:00pm – 09/21, 11:59pm	09/21, 11:59:00pm	3	06	09/14, 7:00pm – 09/21, 11:59pm	09/21, 11:59:00pm
4	10/11	09/21, 7:00pm – 09/28, 11:59pm	09/28, 11:59:00pm	4	10/11	09/21, 7:00pm – 09/28, 11:59pm	09/28, 11:59:00pm
5	12	10/05, 7:00pm – 10/12, 11:59pm	10/12, 11:59:00pm	5	12	10/05, 7:00pm – 10/12, 11:59pm	10/12, 11:59:00pm
6	14	10/12, 7:00pm – 10/19, 11:59pm	10/19, 11:59:00pm	6	14	10/12, 7:00pm – 10/19, 11:59pm	10/19, 11:59:00pm
7	13	10/19, 7:00pm – 10/26, 11:59pm	10/26, 11:59:00pm	7	13	10/19, 7:00pm – 10/26, 11:59pm	10/26, 11:59:00pm
8	15	11/02, 7:00pm – 11/09, 11:59pm	11/09, 11:59:00pm	8	15	11/02, 7:00pm – 11/09, 11:59pm	11/09, 11:59:00pm
9	17	11/09, 7:00pm – 11/16, 11:59pm	11/16, 11:59:00pm	9	17	11/09, 7:00pm – 11/16, 11:59pm	11/16, 11:59:00pm
10	16	11/16, 7:00pm – 11/23, 11:59pm	11/23, 11:59:00pm	10	16	11/16, 7:00pm – 11/23, 11:59pm	11/23, 11:59:00pm

ALL expiration dates are hard deadlines and WILL NOT be extended. It is the student's responsibility to keep track of the due dates and times for all these assignments, i.e., quizzes and homework.

NOTE 7.- The professor has the right to change these dates/times of these and any activities described in this syllabus at any point during the semester. If any major changes are made, I will update promptly in Announcements in eLearning.



PHYSIOLOGY LAB ACTIVITY IN MASTERING			
#	Topic	Posted Period	Expiration
1	Permeability	08/24, 7:00pm – 08/31, 11:59pm	08/31, 11:59:00pm
2	Histology	08/31, 7:00pm – 09/08, 11:59pm	09/08, 11:59:00pm
3	Integumentary System	09/08, 7:00pm – 09/14, 11:59pm	09/14, 11:59:00pm
4	Joints	09/28, 7:00pm – 10/05, 11:59pm	10/05, 11:59:00pm
5	Skeletal Muscle Physiology	10/12, 7:00pm – 10/19, 11:59pm	10/19, 11:59:00pm
6	Neurophysiology	10/26, 7:00pm – 11/02, 11:59pm	11/02, 11:59:00pm
7	Brain & CN	10/26, 7:00pm – 11/02, 11:59pm	11/02, 11:59:00pm
8	Spinal Cord & PN	11/02, 7:00pm – 11/09, 11:59pm	11/09, 11:59:00pm
9	ANS	11/02, 7:00pm – 11/09, 11:59pm	11/09, 11:59:00pm
10	Special Senses	11/09, 7:00pm – 11/16, 11:59pm	11/16, 11:59:00pm

NOTE 8.- The professor has the right to change these dates/times/covered experiments of these assignments at any point during the semester. If any major changes are made, we will update promptly in Announcements in eLearning.

LAB HOMEWORK IN MASTERING			
#	Exercise	Posted Period	Expiration
1	01	08/24, 7:00pm – 08/31, 11:59pm	08/31, 11:59:00pm
2	06	08/31, 7:00pm – 09/08, 11:59pm	09/08, 11:59:00pm
3	07	09/08, 7:00pm – 09/14, 11:59pm	09/14, 11:59:00pm
4	08-10	09/28, 7:00pm – 10/05, 11:59pm	10/05, 11:59:00pm
5	12-13	10/12, 7:00pm – 10/19, 11:59pm	10/19, 11:59:00pm
6	17	10/26, 7:00pm – 11/02, 11:59pm	11/02, 11:59:00pm
7	19	11/02, 7:00pm – 11/09, 11:59pm	11/09, 11:59:00pm
8	20-21	11/02, 7:00pm – 11/09, 11:59pm	11/09, 11:59:00pm
9	23-24	11/09, 7:00pm – 11/16, 11:59pm	11/16, 11:59:00pm
10	25	11/09, 7:00pm – 11/16, 11:59pm	11/16, 11:59:00pm

NOTE 9.- The professor has the right to change these dates/times/covered experiments of these assignments at any point during the semester. If any major changes are made, we will update promptly in Announcements in eLearning.

POST-LAB QUIZZES IN eLEARNING			
#	Experiments	Posted Period	Expiration
1	1 & 2	08/28, 7:00pm – 08/30, 11:59pm	08/30, 11:59:00pm
2	6	09/04, 7:00pm – 09/06, 11:59pm	09/06, 11:59:00pm
3	6 & 7	09/11, 7:00pm – 09/13, 11:59pm	09/13, 11:59:00pm
4	8 & 9	09/25, 7:00pm – 9/27, 11:59pm	9/27, 11:59:00pm
5	10	10/02, 7:00pm – 10/04, 11:59pm	10/04, 11:59:00pm
6	10 & 11	10/02, 7:00pm – 10/04, 11:59pm	10/04, 11:59:00pm
7	12 & 13	10/16, 7:00pm – 10/18, 11:59pm	10/18, 11:59:00pm
8	15 & 17	10/30, 7:00pm – 11/01, 11:59pm	11/01, 11:59:00pm
9	17 & 19	11/06, 7:00pm – 11/08, 11:59pm	11/08, 11:59:00pm
10	20-24	11/13, 7:00pm – 11/15, 11:59pm	11/15, 11:59:00pm
11	25 & 26	11/13, 7:00pm – 11/15, 11:59pm	11/15, 11:59:00pm

NOTE 10.- The lab professor has the right to change these dates/times/covered experiments of these quizzes at any point during the semester. If any major changes are made, we will update promptly in Announcements in eLearning.

ALL expiration dates are hard deadlines and will not be extended. It is the student's responsibility to keep track of the due dates and times for all these assignments, i.e., quizzes and homework.

### Tentative BIOL3455 Lecture Exams for All Lecture Sections

Lecture Exams	FROM			TO			Place
Exam I	Tuesday	09/08/20	7:00 AM	Thursday	09/10/20	11:59 PM	HonorLock
Exam II	Monday	09/28/20	7:00 AM	Wednesday	09/30/20	11:59 PM	HonorLock
Exam III	Monday	10/26/20	7:00 AM	Wednesday	10/28/20	11:59 PM	HonorLock
Exam IV	Monday	11/23/20	7:00 AM	Wednesday	11/25/20	11:59 PM	HonorLock

NOTE 11.- All exams will have the type of questions as determined in clause #1d above.

### Tentative BIOL3455 Practical Lab Exams for All Lab Sections

Practical Lab Exams	FROM			TO			Place
Practical I	Wednesday	09/16/20	7:00 AM	Friday	09/18/20	11:59 PM	HonorLock
Practical II	Wednesday	10/21/20	7:00 AM	Friday	10/23/20	11:59 PM	HonorLock
Practical III	Wednesday	11/18/20	7:00 AM	Friday	11/20/20	11:59 PM	HonorLock

NOTE 12.- All Lab Practical Exams will have the same type of questions as determined in clause #4d above.

NOTE 13.- The professor has the right to change these dates/times of these and any activities described in this syllabus at any point during the semester. If any major changes are made, I will update promptly in Announcements in eLearning.