

ANATOMY & PHYSIOLOGY I

BIOL3455.001

Th; 4:00 PM - 6:45 PM

SLC 1.102

BIOL3455.002

F; 4:00 PM - 6:45 PM

SLC 2.303

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

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Office Hours Thursday & Friday, 2:00 pm to 3:00 pm, **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 the 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, 801, & 802.

Contact Information of A&P Professors:

Lab Instructor Meenakshi Maitra, Ph.D.**Office** FO3.617**E-mail** Meenakshi.Maitra@utdallas.edu**Office Hours** MS Teams (By Appointment)**Lab Instructor** Zhuoru (Ruth) Wu, Ph.D.**Office** SLC 2.408**E-mail** Zhuoru.Wu@UTDallas.edu**Office Hours** MS Teams (By Appointment)**Phone** (972) 883-2505**Lab Instructor** Ramesh Padmanabhan, Ph.D.**Office** FN 3.202**E-mail** Ramesh.Padmanabhan@UTDallas.edu**Office Hours** MS Teams (By Appointment)**Phone** (972) 883-4584**Lab Instructor** Yi Huang, Ph.D.**Office** FN 3.104**E-mail** Yi.Huang@UTDallas.edu**Office Hours** MS Teams (By Appointment)**Phone** (972) 883-6803

Lab Sections:

Lab Section	Days & Times	Room	Professor
301	T, 8:30am – 11:15am	ML2 1.202	Dr. Padmanabhan
302	T, 11:30am – 2:15pm	ML2 1.202	Dr. Padmanabhan
303	T, 2:30pm – 5:15pm	ML2 1.202	Dr. Wu
304	W, 8:30am – 11:15am	ML2 1.202	Dr. Maitra
305	W, 11:30am – 2:15pm	ML2 1.202	Dr. Maitra
306	W, 2:30pm – 5:15pm	ML2 1.202	Dr. Huang
307	Th, 11:00am – 1:45pm	ML2 1.202	Dr. Ramirez
801	T, 5:30pm – 8:15pm	ML2 1.202	Dr. Wu
802	W, 5:30pm – 8:15pm	ML2 1.202	Dr. Huang

Required Textbook and Materials:

LECTURE	LAB
<p>1. Fundamental of Anatomy & Physiology</p> <ul style="list-style-type: none"> Authors: Frederic H. Martini, Ph.D.; Judi L. Nath, Ph.D. & Edwin F. Bartholomew, M.S. 11th edition Electronic book (eText or eBook) <u>Modified</u> Mastering A&P <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 & Physiology Laboratory Manual</p> <ul style="list-style-type: none"> Authors: Elaine N. Marieb, R.N., Ph.D. & Lori A. Smith, Ph.D. 12th edition, main version <p>* The eBook of the Lab Manual and Mastering of the Lab Manual are not required</p>

You can also purchase the hard copy of the lecture textbook. This is up to you. All we required is to have the lecture textbook (electronic or hard copy or both) plus the access to **Modified Mastering for the Lecture**. 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.

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%	} = 100%: Final Overall Grade
b. Lecture Quizzes average	6%	
c. Lecture Homework average	6%	
d. Clinical Assignment	2%	
e. Practical Lab Exams (2) and Post-Lab Quizzes	26%	

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

3. Only the Final Grade will be rounded. Final Grade will be rounded to the nearest integer. A final grade of ≥ 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).
4. Grades are determined based only on performance. Grades are not based on need, effort, or attendance.
5. I do not curve grades (do not ask, beg, cry or plead).

Lecture Examinations (**Common Exams: Group A in SLC 1.102; Group B in SCI 1.220; Group C in SLC 2.303**):

Exam I: Monday, 09/09, 8:30pm – 9:45pm (Chapters 1, 4 & 5)

Exam II: Monday, 09/30, 8:30pm – 9:45pm (Chapters 6, 10 & 11)

Exam III: Monday, 10/28, 8:30pm – 9:45pm (Chapters 12, 13 & 14)

Exam IV: Monday, 12/02, 8:30pm – 9:45pm (Chapters 15, 16 & 17)

The descriptions and timelines in the schedule of common exams are subject to change at the discretion of the Professor.

Lab Examinations (all lab exams are in ML2 1.202):

Practical I: 10/08 – 10/10 at **ML2 1.202** (Exercises 1 – 2, 6 – 11)

Practical II: 12/03 – 12/05 at **ML2 1.202** (Exercises 12 – 13, 15, 17 – 26)

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. Clinical assignment, and
5. Practical Lab Exams with Post-Lab Quizzes,

1. Lecture Exams:

- a. Four (4) "regular" closed-book lecture exams will be given during the semester. There will be no Final Exam. There will be NO Online Lecture Exams.
- b. Lecture exams for Lecture Section 001 & 002 will be on the same dates starting at 8:30 pm on Mondays 9/09, 09/30, 10/28, & 12/02. There will be no Final Exam.

All students will be divided into three groups: Group A, Group B, and Group C (groups will be announced in eLearning).

- Group A will take all four exams in SLC 1.102,
- Group B will take all four exams in SCI 1.220, and
- Group C will take all four exams in SLC 2.303.

You will see your group after the CENSUS DATE (9/04). **ONCE I POST THE GROUPS, THERE WILL BE NO CHANGES (PLEASE, DO NOT ASK. EXAMS WILL BE INVALIDATED FOR ANYONE TAKING THE EXAM WITH THE WRONG GROUP WITHOUT A CHANCE OF A MAKEUP EXAM. ATTENDANCE WILL BE TAKEN IN ALL EXAMS (SO, BRING YOUR PHOTO UTD-ID – COMET CARD TO THE EXAMS)).**

The schedule for all lecture exams can be found in pages 4, 14 and 19 of this syllabus.

There will be Lecture Review Sessions on Sunday prior to the Lecture Exams:

- Lecture Review Sessions will be presentations of topics covered in class.
- Presentations will be conducted by TAs.
- The schedule for Lecture Review Sessions is posted in page 19 of this syllabus.

- c. The four lecture exams will represent **60% of final overall grade** (thus, **each lecture exam is 15%** of final overall grade). **No lecture exam will be dropped.**
- d. The structure of the exams will be multiple choice, true/false, and matching questions. There will be between **50 -120 questions** on all exams, and the time allowed to complete the exam will depend on the number of questions. **For example, for an exam with 100 questions, the allotted time will be 1 hour and 15 minutes.** You will need a Scantron (ParSCORE, SCORE SHEET, Form No. F-1712-PAR-L) for all exams.
 - For example, for an exam of 100 questions (**THIS IS JUST AN EXAMPLE**), the Questions 1 – 100 will be worth 1 point each.
 - All questions will require only **one mark** on the scantron. For example, if there are two or more correct answers in a particular question, you will have options such as option "A and B," "B and C," "All of the above," etc. as the answer to be marked on the scantron. Do not mark all options (i.e., option "A", option "B", and option "A and B"). Because it will be considered as multiple marks (see below). Rather, just mark one option: for example, if statement in "A" and statement in "B" are the correct answers, then **only** mark option "A and B"
 - **Multiple marks** or **no mark** will count as **incorrect** and will receive **no credit as penalty**. There will be no other penalty for marking multiple answers or no answers.
 - **Bonus points** will be made available during **all lecture exams**.

- **No bonus/extra points will be awarded to the final overall grade.**
 - For an exam of 100 questions (for example) Questions 101 – 103 will be **bonus questions**.
 - The maximum number of bonus points will be 6 points per lecture exam. Thus, questions 101 – 103 will be worth 2 points each.
 - Thus, the maximum score in each of the Lecture Exams (regardless of the number of questions in the exam) will always be 106.00.
 - **NOTE. - The only answers that will count** to calculate the score of your exam will be the correct answers that you marked on the scantron sheet, NOT the answers that you marked on the hard copy of the exam. So, make sure you have correctly transferred your answers from the exam to the scantron sheet. Check multiple times that you have correctly transferred your answers from the exam to the scantron sheet. No credit will be given for incorrectly transferred answers or for forgetting to transfer, regardless of you have marked the correct answer(s) in the hard copy of the exam (**NO EXCEPTIONS**)
 - When you finish your exam, you **MUST** submit BOTH the hard copy of the exam and the scantron sheet.
- e. **Everything in the lecture textbook, all videos and all material presented in the course (including all information from the lab) are fair game for lecture exams/lecture quizzes/lecture homework, regardless of whether material is presented in class or not.** Students are responsible to use ALL information provided in the course and ALL information contained throughout the entire lecture chapters of the textbook, lab exercises (in lab manual), and in additional provided resources (see below) to prepare for exams/quizzes/homework (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.

To clarify, material presented in lab sections will be fair game for lecture exams when the topics presented in the lab overlaps with the topics covered in lecture exams.

- 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 (for exam purposes).
- 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 appropriate documentation).

If there are circumstances that warrant a makeup exam, 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 specified 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 family reunions, weddings, graduation, vacations, visits, etc. Please, do not purchase tickets for trips that will be during exam dates. If you must go on this trip and/or if it costs excessive amount of money to change trip tickets, reservations, etc., then consider dropping the course from the fall 2024 semester. Please, do not ask for "other ways."

- i. **Late to Exam:** Lecture Exams are scheduled to begin at 8:30pm (see schedule of exams on page 19). And **we normally take around 5-10 minutes to give instructions regarding the exam and to shuffle the students in the classroom**. So, no one must arrive after we have done everything described above. Yet, for those who might

still arrive late, keep in mind that arriving after the exam has already begun is very disruptive to your classmates. So, be polite and considerate to your classmates and arrive on time.

For those who arrive after the exam has begun: Consider that it is the student responsibility to allow plenty time to arrive to the school to take exams, in case some awkward event/incident happens, i.e., traffic jams, car accidents, etc. on your way to the school. Therefore, neither one of these events will justify a student arriving late for an exam. **For those who still arrive late to an exam, the following will be the penalties:**

- **If one (1) student finishes the exam, turns it in, and leaves the classroom before you arrive, you will not be allowed to take the exam, your score for the exam will be zero (0), and there will be no makeup exam. (No EXCEPTIONS)**
- **If a student arrives after the exam has begun (and assuming no one has finished the exam and/or turned it in), then the student that has arrived late will be given whatever amount of time is left to finish the exam (i.e., 1 hour and 15 minutes is the normal amount of time allowed to complete regular exams, but if student arrives 15 minutes after the exam has started, then the student will be given only the remaining 1 hour – which is the amount of time left – to complete the exam). (No EXCEPTIONS)**

- j. Graded exams will not be reviewed in class. Exams will be kept on file in the instructor's office and will be available for review for 1 week (if student wants to review after this week, contact professor within this week to make appointment), starting the next day after the exam grades are posted in eLearning. The student is responsible for scheduling time to review. All issues regarding exam questions and grades must be resolved within this week. After this week, grades will be considered final.

2. Lecture Quizzes:

- a. Quizzes will be taken in [eLearning](#). These are **open-book assessments**.
- 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 15 of this syllabus (quizzes will disappear from [eLearning](#) after the **EXPIRATION DATE**).**
- c. Always read the instructions prior to taking the quiz.
- d. 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 15** 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
 - **Quiz for chapter 16 ends pm Thursday, 12/05, due to the end of the semester.**
 - **All quizzes are MANDATORY. THUS, MARK CORRECTLY YOUR CALENDARS!**
 - **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 assignments.**
- e. Quizzes are **timed** (the time for each quiz may vary, so always read the instructions prior to beginning 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) quizzes out of 10 mandatory 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). SO, MARK YOUR CALENDARS! (see clause #2d and its bullets above). Make sure you have at least a backup calendar.**
- g. **The average of all quizzes minus the lowest two scores (2) will count 6% of your Final Overall Grade.**

3. Lecture Homework:

- a. Homework will be taken in [Mastering](#). These are **open-book assessments**.

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.

- b. There will be a **maximum of 10 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**).**
- c. Homework will be comprised of activities and reading questions from textbook or activities found in the **Study Area** of [Mastering](#) such as, PhysioEx 9.1, Interactive Physiology, A&P Flix, or Clinical Case Studies.
- d. Always read the instructions prior to taking homework. You can lose points by answering incorrectly. See sample of Grading Policy below, clause #3e.
- e. 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**):

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

- f. 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**). Missed homework will receive a zero (0) score. Late submission will not be accepted (**REGARDLESS OF THE REASON**).

- **Homework for chapter 16 ends pm Thursday, 12/05, due to the end of the semester.**
- **All homework assignments are MANDATORY. THUS, MARK CORRECTLY YOUR CALENDARS!**
- **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 assignments.**

- g. There will be only **one attempt** to take homework. However, these homework assignments are like hard copy homework. That is, you don't 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 won't be allowed to continue working on the homework assignment.
- h. **The lowest (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). **SO, MARK YOUR CALENDARS!** (see clause #3f and its bullets above). Make sure you have at least a backup calendar.
- i. The **average** of all homework assignments minus **the lowest score (1)** will count **6%** of your Final Overall Grade.

4. **Clinical Assignment:**

- a. **There will be a clinical assignment near the end of the semester. It will start at 7:00 am (morning) on Thursday, 12/05, and it will expire at 11:59 pm (night) on Thursday, 12/05. MARK CORRECTLY YOUR CALENDARS!**
- b. **This clinical assignment will be online and without HonorLock. So, it is an open-book assignment. However, it is still an INDIVIDUAL assignment.**
- c. **There will be only ONE attempt.**
- d. **It will be timed. The time will depend on the number of questions. For example, if there are 4 questions, then you will have 4 minutes to complete the assignment (THIS IS JUST AN EXAMPLE). So, you must finish in one sitting.**
- e. **The structure may be any combination of multiple-choice, true/false, and/or matching clinical questions.**
- f. **Content will be mini clinical cases. You can find clinical cases in the Study Area in Mastering. But these will not be the only source of studying. There are plenty of clinical notes throughout the lecture textbook and lab manual.**
- g. **The assignment will be worth 2% of your final overall grade.**

5. **Practical Lab Exams with Post-Lab Quizzes:**

- a. **Two (2) practical lab exams** will be given during the semester. **These two assessments will be closed-book examinations.**

Schedule can also be found in pages 4, 17 and 20 of this syllabus.

There will be **Open Lab Sessions** to prepare for the Lab Practical Exams:

- **Open Lab Sessions are self-review sessions, not self-study sessions.**

- The schedule for Open Lab Sessions is posted in **page 21** of this syllabus.
- b. The test classroom for all two **practical lab exams** will be in **ML2 1.202**. **No online lab exams will be administered.**
- c. The two practical lab exams will represent **26% of your Final Overall Grade** (thus, each lab practical exam is **13% of your Final Overall Grade**). No practical lab exam will be dropped.
- d. The structure of the practical lab exams will be **fill-in-the-blank and short-answers questions** (no essay questions). So, you will not need a Scantron for lab practical exams. An answer sheet will be provided.
- **Make sure you clearly write your answers and your official name in UTD.** No credit will be given if answers and/or names cannot be figured out due to illegible handwriting (either printing or cursive styles), despite our best efforts to read your answers and/or student's names.
 - There will be between **60-100 regular (non-bonus) questions distributed in 36 Regular Stations (2-3 questions/station)**. These Stations will be labeled from "Station A" to "Station AJ."
 - **Regular (non-bonus) questions in these 36 Regular Stations (2 questions/station)** will be worth **(1/n x 100) points each (where n = total number of regular questions in each practical test)**.
 - **There will be NO Bonus points the lab practical exams.**
 - Thus, **the maximum score in each of the Practical Lab Exams will be 100.00.**
 - During all practical exams, one (1) minute will be allowed per Station (not per question).
 - In addition, ten (10) minutes will be allowed at the end of each practical exam for you to go back to any Station and in any order to double-check your answers. During these 10-minute period, there are a few rules:
 - i. **No talking will be allowed during these 10 minutes.**
 - ii. **Cover your answer-sheet always (students not covering their answer sheets will be penalized by 100% reduction of their practical score and their exam will be retain in the professor's office)**
 - iii. **Only one student per station will be permitted.**
 - iv. **Since other students need to see the stations too, please do not stay too long in a station. Be considerate to your classmates.**
 - **Because each professor conducts practical lab exams slightly differently, then each lab professor will give you additional specific instructions prior to entering the lab room to take a practical lab exam.**
- e. In addition, there will be **Post-Lab Quizzes** for **most lab weeks** (not all weeks – see Post-Lab Quiz Table, page 18).
- There will be 11 Post-Lab Quizzes. **Post-Lab Quiz schedule, period to take the quiz, and the expiration dates are found in page 18 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) attempts** 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. Also, there will be **"Extra Points (EP)"** that will be added to the corresponding lab practical exam (one Extra Point per lab class). These **"Extra Points"** are to be earned by students in lab activities that each Lab Professors will determine. Lab Professors will explain on your first day of lab class how you can earn these **"Extra Points"** (i.e., in-class pre-lab quizzes and/or in-class post-lab quizzes, or attendance along with staying the entire period of the lab class).

- g. Everything in the lab manual is fair game for practical lab exams, regardless of whether it is presented in class or not. Students are responsible to use **ALL** information provided in the course and **ALL** the information contained throughout the entire chapters to prepare for lab practical exams (regardless of whether material from chapters is presented in class or not). Information presented in 1) activities of Mastering A&P, such as Histology Atlas and PAL 3.0, 2) activities in ADI, such as EEG, muscle physiology, and Reflex/Reaction Time, and 3) physiological activities, such as stretch reflexes, autonomic reflexes, two-point threshold test, blind spot test, visual acuity test, astigmatism test, depth perception, ophthalmoscopy examination, Weber test, Rinne test, Romberg test, otoscopic examination, etc. will also be fair game for practical lab exams. **So, it is highly recommended that you participate in all these activities.**
- h. 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 (for exam purposes).
- i. **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) without prior authorization by me and the professor involved. Granting permission to take the practical lab exam in a different section will depend on whether there is space in the lab room for this student or not. If lab section is full, no student will be authorized to take the practical lab exam and overload this lab section.**
- j. **Do not miss practical lab exams! (If exams are missed you must be able to verify your reason for missing the practical lab exam). SO, MARK YOUR CALENDARS! Make sure you have at least a backup calendar.**
- k. **Makeup practical lab exams are usually NOT given, due to the logistics involved in setting up a practical lab exam.**
- l. **In addition, do not assume you are eligible to take 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, family reunions, trips to weddings, graduation, vacations, visits, etc. Please, do not purchase tickets for trips that will be during exam dates. If you must go on this trip or if it costs an excessive amount of money to change trip tickets, reservations, etc., then consider dropping the course from the fall 2024 semester. Please, do not ask for "other ways."

- m. **Late to Practical Lab Exam:** Exams are scheduled to begin at the specified time set by the lab professor. This is usually at the same time as the lab section is scheduled to begin. However, sometimes extra time might be needed for several reasons, i.e., to set up the practical lab exam, to explain to students about the mechanics

of the practical lab exam, to position the students in their start stations in the lab room, etc. Lab professors will indicate at what time all students must be present outside of the lab room and ready to be called out for the exam. **So, no one must arrive after the professor has done all of the above and the practical lab exam has begun.** Yet, for those who might still arrive late, keep in mind that arriving after the exam has begun is very disruptive to your classmates (and to the mechanics of a lab practical exam). Be polite and considerate to your classmates and arrive on time.

- n. **For those who arrive after the exam has begun:** It is the student responsibility to allow plenty of time to arrive to the school to take exams, in case some awkward event/incident happens, i.e., traffic jams, car accidents, etc. Therefore, neither one of these events will justify a student arriving late for an exam. For those who still arrive late to an exam, the following penalties will apply:
- 1) No one will be allowed to take the practical lab exam, once the lab door is closed and the practical lab exam has begun (please, do not knock the lab door as this is disruptive to the flow of the practical lab exam).
 - 2) The student that arrives after the door has been closed and the practical lab exam has begun will get a zero (0) on the practical lab exam. There will be no makeup practical lab exam (No Exceptions)
- o. Graded practical lab exams will not be reviewed in class. Practical lab exams will be kept on file in the instructor's office and will be available for review for 1 week (if student wants to review after this period of time, contact professor within this week to make appointment), starting the next day after the exam grades are posted in [eLearning](#). The student is responsible for scheduling time to review. All issues regarding exam questions and grades must be resolved within this week. After this week, grades will be considered final.

NOTE 4.- You will need a UTD photo-ID (UTD Comet Card) to get into both lecture and lab exams. 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 a 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. However, there is a \$20.00 fee for a replacement (so, take good care of your Comet Card).

NOTE 5.- Attendance is MANDATORY in both Lecture and Lab. So, attendance will be taken in both Lecture Class and Lab Class. Attendance will be taken for documentation purposes only.

In Lecture Class, no points will be awarded nor penalized for attendance. Attendance will be taken for documentation purposes only. Taking attendance will be starting from the **3rd Lecture Class (09/05/2024 for Thursday class and 09/06/2024 for Friday class)**. And attendance will be taken randomly (i.e., it can be every class or not; it can be at the beginning of the class, in the middle, or near the end of the class). Due to the large number of students enrolled in the Lecture section, a photo-ID will be required to verify your enrollment status in this class. Therefore, you will need a UTD photo-ID (UTD Comet Card) to get into Lecture Class. Again, if presently you do not have an UTD photo-ID, please get one before the **third Lecture Class (09/05/2024 for Thursday class and 09/06/2024 for Friday class)**. **Thus, you have plenty of time to obtain your UTD photo-ID (Comet Card).** Those unable to show a valid photo-ID will be asked to leave the classroom and will be directed to the Comet Card Office located in the Student Service Addition building to process a UTD photo-ID asap, and then return to class and show your new UTD Comet Card to the professor. **No EXCEPTIONS**

IF YOU ARRIVE LATE AND AFTER THE TAs HAVE TAKEN ATTENDANCE, IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE YOU WERE MARKED AS "PRESENT." SO, PLEASE APPROACH THE PROFESSOR SOMETIME BEFORE THE END OF THE CLASS AND ASK TO BE MARKED AS "PRESENT."

And in Lab Class and starting from the **1st Lab Class (during the week of 08/26/2024 to 08/30/2024, which is on the second week of the semester)**, attendance will be taken every lab class day. Due to the small number of students enrolled in each Lab section, a UTD photo-ID may or may not be required (your Lab Professor will determine this). Regardless, attendance will still be taken every lab class. **IF YOU ARRIVE LATE AND AFTER THE PROFESSOR HAS TAKEN ATTENDANCE, IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE YOU WERE MARKED AS "PRESENT." SO, PLEASE APPROACH THE PROFESSOR SOMETIME BEFORE THE END OF THE CLASS AND ASK TO BE MARKED AS "PRESENT."**

NOTE 6.- The Professor has the right to change the syllabus at any point during the semester and at the discretion of the Professor.

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 left 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 CALENDAR: ATTENDANCE IS MANDATORY

WEEK	SECTIONS		TOPICS	REQUIRED READING	ASSIGNMENTS
	001	002			
1	8/22	8/23	ORIENTATION An Introduction to Anatomy & Physiology	Chapter 1	Qz Chp 01 & HW Chp 01
2	8/29	8/30	Tissues	Chapter 4	
3	9/05	9/06	The Integumentary System	Chapter 5	Qz Chp 05 & HW Chp 05
4	9/09	9/09	Lecture Exam I (on Monday, 09/09)	Chps 1, 4, & 5	Case Chp 06
	9/12	9/13	Osseous Tissue & Bone Structure	Chapter 6	Qz Chp 06 & HW Chp 06
5	9/19	9/20	Muscle Tissue	Chapter 10	
6	9/26	9/27	Muscle Tissue	Chapter 10	PhysioEx 9.1, Exercise 2
			The Muscular System (11-1 to 11-4)	Chapter 11	Qz Chp 10/11 & HW Chp 10/11
7	9/30	9/30	Lecture Exam II (on Monday, 9/30)	Chps 6, 10 & 11	PhysioEx 9.1, Exercise 3
	10/03	10/04	Neural Tissue	Chapter 12	IP: NS I and II Qz Chp 12 & HW Chp 12
8	10/10	10/11	The Brain & Cranial Nerves	Chapter 14	
9	10/17	10/18	The Brain & Cranial Nerves	Chapter 14	Case Chp 14 Qz Chp 14 & HW Chp 14
10	10/24	10/25	The Spinal Cord, Spinal Nerves	Chapter 13	Case Chp 13 Qz Chp 13 & HW Chp 13
11	10/28	10/28	Lecture Exam III (on Monday, 10/28)	Chps 12, 13 & 14	
	10/31	11/01	Sensory Pathways & SNS: Motor Pathways & Receptors	Chapter 15	Qz Chp 15 & HW Chp 15
12	11/07	11/08	The Special Senses (Vision)	Chapter 17	
13	11/14	11/15	The Special Senses (Hearing, Equilibrium, Olfaction & Gustation)	Chapter 17	Qz Chp 17 & HW Chp 17
14	11/21	11/22	Autonomic Nervous System	Chapter 16	Qz Chp 16 & HW Chp 16
15	***11/25 – 11/27 FALL BREAK***			NO CLASS	
	11/28 – 12/01 THANKSGIVING HOLIDAYS				
16	12/02	12/02	Lecture Exam IV (on Monday, 12/02)	Chps 15, 16 & 17	

TUESDAY, 11/05 LAST DAY TO WITHDRAW

THURSDAY, 12/05 LAST DAY OF CLASSES

NOTE 7.- These descriptions and timelines (shown above) in lecture schedule are subject to change at the discretion of the Professor.

LECTURE QUIZZES IN eLEARNING		
Chapter	Posted Period	Expiration
01	08/23, 7:00pm – 08/30, 11:59pm	08/30, 11:59:00pm
05	09/06, 7:00pm – 09/13, 11:59pm	09/13, 11:59:00pm
06	09/13, 7:00pm – 09/20, 11:59pm	09/20, 11:59:00pm
10/11	09/27, 7:00pm – 10/04, 11:59pm	10/04, 11:59:00pm
12	10/04, 7:00pm – 10/11, 11:59pm	10/11, 11:59:00pm
14	10/18, 7:00pm – 10/25, 11:59pm	10/25, 11:59:00pm
13	10/25, 7:00pm – 11/01, 11:59pm	11/01, 11:59:00pm
15	11/01, 7:00pm – 11/08, 11:59pm	11/08, 11:59:00pm
17	11/15, 7:00pm – 11/22, 11:59pm	11/22, 11:59:00pm
16	11/22, 7:00pm – 12/05*, 11:59pm	12/05*, 11:59:00pm

* Quiz for chapter 16 ends pm Thursday, 12/05, due to the end of the semester.

All quizzes are mandatory. **THUS, MARK CORRECTLY YOUR CALENDARS!**

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 assignments.

NOTE 8.- The professor has the right to change the dates/times of these and any activities described in this syllabus at any point during the semester and at the discretion of the Professor. If any major changes are made, I will update promptly in Announcements in eLearning.

LECTURE HOMEWORK IN MASTERING		
Chapter	Posted Period	Expiration
01	08/23, 7:00pm – 08/30, 11:59pm	08/30, 11:59:00pm
05	09/06, 7:00pm – 09/13, 11:59pm	09/13, 11:59:00pm
06	09/13, 7:00pm – 09/20, 11:59pm	09/20, 11:59:00pm
10/11	09/27, 7:00pm – 10/04, 11:59pm	10/04, 11:59:00pm
12	10/04, 7:00pm – 10/11, 11:59pm	10/11, 11:59:00pm
14	10/18, 7:00pm – 10/25, 11:59pm	10/25, 11:59:00pm
13	10/25, 7:00pm – 11/01, 11:59pm	11/01, 11:59:00pm
15	11/01, 7:00pm – 11/08, 11:59pm	11/08, 11:59:00pm
17	11/15, 7:00pm – 11/22, 11:59pm	11/22, 11:59:00pm
16	11/22, 7:00pm – 12/05*, 11:59pm	12/05*, 11:59:00pm

* Homework for chapter 16 ends pm Thursday, 12/05, due to the end of the semester.

All Homework are mandatory. **THUS, MARK CORRECTLY YOUR CALENDARS!**

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 assignments.

NOTE 9.- The professor has the right to change the dates/times of these and any activities described in this syllabus at any point during the semester and at the discretion of the Professor. If any major changes are made, I will update promptly in Announcements in eLearning.

LAB CALENDAR: ATTENDANCE IS MANDATORY

DAY			TOPIC	REQUIRED READING	LAB ASSIGNMENTS
<i>Tue</i>	<i>Wed</i>	<i>Thu</i>			
Aug 27	Aug 28	Aug 29	Language of Anatomy, Organ Systems & Histology (Epithelial Tissue)	Ex. 1-2, 6	Post-Lab Quiz 1 & 2 Post-Lab Quiz 6
Sept 03	Sept 04	Sept 05	Histology (Connective Tissue)	Ex. 6	
Sept 10	Sept 11	Sept 12	Histology (Muscle Tissue & Nervous Tissue) & Integumentary System	Ex. 6 & 7	Post-Lab Quiz 6 & 7
Sept 17	Sept 18	Sept 19	Overview of the Skeleton & Axial Skeleton (Skull)	Ex. 8 & 9	
Sept 24	Sept 25	Sept 26	Axial Skeleton (Vertebral Colum/Thoracic Cage) & Appendicular Skeleton (Upper Limb)	Ex. 9 & 10	Post-Lab Quiz 8 & 9
Oct 01	Oct 02	Oct 03	Appendicular Skeleton (Lower Limb), Articulations	Ex. 10 & 11	Post-Lab Quiz 10 and Post-Lab Quiz 10 & 11
Oct 08	Oct 09	Oct 10	Lab Practical I	Ex. 1-2, 6-11	
Oct 15	Oct 16	Oct 17	Skeletal Muscle Fiber & Axial Muscles	Ex. 12 - 13	
Oct 22	Oct 23	Oct 24	Appendicular Muscles	Ex. 13	Post-Lab Quiz 12 & 13
Oct 29	Oct 30	Oct 31	Nervous Tissue, Brain & Cranial Nerves	Ex. 15 & 17	Post-Lab Quiz 15 & 17
Nov 05	Nov 06	Nov 07	EEG, Spinal Cord, Spinal Nerves	Ex. 18 & 19	Post-Lab Quiz 17 & 19
Nov 12	Nov 13	Nov 14	Reflexes, General Sensation, ANS & Special Senses (Vision)	Ex. 20-24	Post-Lab Quiz 20-24
Nov 19	Nov 20	Nov 21	Special Senses (Hearing, Equilibrium, Olfaction & Taste) Lab Practical Review	Ex. 25 & 26	Post-Lab Quiz 25 & 26
Nov 26	Nov 27	Nov 28	***11/25 – 11/27 FALL BREAK*** ***11/28 – 12/01 THANKSGIVING HOLIDAYS***	No Class	
Dec 03	Dec 04	Dec 05	Lab Practical II	Ex. 12-13, 15, 17-26	

Tuesday column is for sections 301, 302, 303, & 801; Wednesday column is for sections 304, 305, 306 & 802; and Thursday column is for section 307.

****TUESDAY, 11/05 LAST DAY TO WITHDRAW****

*****THURSDAY, 12/05 LAST DAY OF CLASSES*****

NOTE 10.- These descriptions and timelines in lab schedule are subject to change at the discretion of the Professor.

NOTE 11.- The professor has the right to change these dates/times/covered experiments of these assignments at any point during the semester and at the discretion of the Professor. 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	08/30, 7:00pm – 09/01, 11:59pm	09/01, 11:59:00pm
2	6	09/06, 7:00pm – 09/08, 11:59pm	09/08, 11:59:00pm
3	6 & 7	09/13, 7:00pm – 09/15, 11:59pm	09/15, 11:59:00pm
4	8 & 9	09/27, 7:00pm – 09/29, 11:59pm	09/29, 11:59:00pm
5	10	10/04, 7:00pm – 10/06, 11:59pm	10/06, 11:59:00pm
6	10 & 11	10/04, 7:00pm – 10/06, 11:59pm	10/06, 11:59:00pm
7	12 & 13	10/25, 7:00pm – 10/27, 11:59pm	10/27, 11:59:00pm
8	15 & 17	11/01, 7:00pm – 11/03, 11:59pm	11/03, 11:59:00pm
9	17 & 19	11/08, 7:00pm – 11/10, 11:59pm	11/10, 11:59:00pm
10	20-24	11/15, 7:00pm – 11/17, 11:59pm	11/17, 11:59:00pm
11	25 & 26	11/22, 7:00pm – 11/24, 11:59pm	11/24, 11:59:00pm

* The period to take all Post-lab Quizzes is from a Friday to Sunday. **MARK CORRECTLY YOUR CALENDARS!**

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

Tentative BIOL3455 Lecture Exams for Sections 001 & 002

Lecture Common Exams	Day	Date	Class Time Frame	Groups		
				A	B	C
Lecture Exam I	Monday	09/09/24	8:30pm - 9:45pm	SLC 1.102	SCI 1.220	SLC 2.303
Lecture Exam II	Monday	09/30/24	8:30pm - 9:45pm	SLC 1.102	SCI 1.220	SLC 2.303
Lecture Exam III	Monday	10/28/24	8:30pm - 9:45pm	SLC 1.102	SCI 1.220	SLC 2.303
Lecture Exam IV	Monday	12/02/24	8:30pm - 9:45pm	SLC 1.102	SCI 1.220	SLC 2.303

NOTE 13.- All exams will have the type of questions as determined in clause #1d above.

The descriptions and timelines in the schedule of common exams are subject to change at the discretion of the Professor.

Lecture Review Sessions for BIOL3455 Lecture Exams

Lecture Review Sessions	Day	Date	Time	Room	Lec. Section
Lecture Exam I	Sunday	09/08/24	1:00pm - 5:00pm	SLC 1.102	All
Lecture Exam II	Sunday	09/29/24	1:00pm - 5:00pm	SLC 1.102	All
Lecture Exam III	Sunday	10/27/24	1:00pm - 5:00pm	SLC 1.102	All
Lecture Exam IV	Sunday	11/24/24	3:00pm - 7:00pm	SLC 1.102	All

NOTE 14.- The lab professor has the right to change these dates/times/covered experiments of these quizzes at any point during the semester and the discretion of the Professor. If any major changes are made, we will update promptly in Announcements in eLearning.

Tentative BIOL3455 Lab Practical Exams

Lab Practical Exams	Day	Date	Class Time Frame	Lab Section	Room
Practical I	Tuesday	10/08/24	8:30am - 11:15am	301	ML2 1.202
			11:30am - 2:15pm	302	
			2:30pm - 5:15pm	303	
			5:30pm - 8:15pm	801	
	Wednesday	10/09/24	8:30am - 11:15am	304	
			11:30am - 2:15pm	305	
			2:30pm - 5:15pm	306	
			5:30pm - 8:15pm	802	
	Thursday	10/10/24	11:00am - 1:45pm	307	
Practical II	Tuesday	12/03/24	8:30am - 11:15am	301	ML2 1.202
			11:30am - 2:15pm	302	
			2:30pm - 5:15pm	303	
			5:30pm - 8:15pm	801	
	Wednesday	12/04/24	8:30am - 11:15am	304	
			11:30am - 2:15pm	305	
			2:30pm - 5:15pm	306	
			5:30pm - 8:15pm	802	
	Thursday	12/05/24	11:00am - 1:45pm	307	

NOTE 15.- The **actual start time** for Practical Lab Exams will be determined and announced by your Lab Professor.

NOTE 16.- **All Lab Practical Exams will have the same type of questions as determined in clause #5d above.**

NOTE 17.- 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 and at the discretion of the Professor. If any major changes are made, I will update promptly in Announcements in eLearning.

Open Lab Sessions for BIOL3455 Lab Practical Exams

Open Lab Sessions	Day	Date	Time	Room	Lab Section
Open Lab for Practical I	Saturday	10/05/24	1:00pm - 5:00pm	ML2 1.202	All
	Sunday	10/06/24	1:00pm - 5:00pm		
Open Lab for Practical II	Saturday	11/23/24	1:00pm - 5:00pm	ML2 1.202	All
	Sunday	11/24/24	11:00am - 3:00pm		

NOTE 18.- The professor has the right to change the dates/times of these activities at any point during the semester. If any major changes are made, I will update promptly in Announcements in eLearning.