UNIVERSITY OF TEXAS AT DALLAS
LECTURE/LAB SYLLABUS
Fall 2012

COURSE INFORMATION

Course Number/Section	BIOL 3455.001 and 002, Lecture
Course Title	Human Anatomy & Physiology I
Days & Time	Section 001: Monday 4:00 pm-6:45 pm Section 002: Monday 9:00am-11:45am
Classroom	Section 001: GR 4.428 Section 002: FN 2.106

PROFESSOR CONTACT INFORMATION

Professor……..…… RUBEN D. RAMIREZ, M.D., PH.D.

E-Mail……. Ruben.Ramirez@UTDallas.edu

Office…….……. SLC 2.406

Phone…….….. (972) 883-4172

Emergency Contact Info……... FO3.608A, (972) 883-2501

Office Hours……. Monday, Wednesday, & Friday: 2:00pm-3:00pm

COURSE PRE-REQUISITE, CO-REQUESITE, AND/OR OTHER RESTRICTIONS
Corequisite: Human Anatomy & Physiology Lab: BIOL 3455.601, 602, 101, 102 or 103.

Dr. John C. Kolar is the lab instructor for sections 602, 101 & 102.
e-mail: jck014400@utdallas.edu

Dr. Michelle Wilson is the lab instructor for sections 601 & 103.
e-mail: Michelle.Wilson@utdallas.edu

Lab Section	Days & Times	Room
601	M 7:00pm – 9:45pm	SLC 2.206
602	W 7:00pm – 9:45pm	SLC 2.206
101	F 4:00pm – 6:45pm	SLC 2.206
102	W 4:00pm – 6:45pm	SLC 2.206
103	F 1:00pm – 3:45pm	SLC 2.206

COURSE 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 of these systems as outlined in a model-based laboratory setting.

STUDENT LEARNING OUTCOMES

Upon completion of this course the students should be able to do the following:

1. Understand and be conversant with the anatomy of the human body that includes histology, skeletal system, skeletal muscle, and neuroanatomy;
2. Understand and be conversant with the physiology of the human body that includes histology, skeletal system, skeletal muscle and neurophysiology;
3. Be familiar with the operation of these human organ systems and their interactions within the body;
4. Be familiar with the concepts of integration of operation of these human organ systems within the body.

REQUIRED TEXTBOOK AND MATERIALS

Lecture: Fundamentals of Anatomy and Physiology, 9th edition, by Frederic H. Martini, PhD & Judi L. Nath, PhD.
Full version (for both A&P I and II) ISBN-10: 0321719794
Split version, Volume 1 (for A&P I only) ISBN: 1256107263

Lab: Laboratory Manual for Anatomy & Physiology (main version), fifth edition, by Michael G. Wood.
Main version ISBN-10: 0321794184

GRADING POLICY

1. Grades for <u>lecture</u> will be calculated as follows:

Lecture Exams (4)	60%	=	Final Overall Grade
Lab Practical Exams (3)	30%		
Quizzes	10%		

2. Grading scale:

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

Final grade will be rounded to the nearest integer, e.g., 89.5 = 90; 89.49 = 89. No points or faction of a point (regardless how small) will be awarded to increase to the next letter grade (NO EXCEPTIONS).

3. Grades are determined based only on performance. Grades are not based on need, effort, or attendance.

4. I do not curve grades (do not ask, beg, cry or plead).

COURSE POLICY

1. **Lecture Exams**: Four (4) lecture exams will be given during the semester. There will be no final exam. 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, 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. The test times and classroom for the lecture **exams** will be different that regular class times for both lecture sections. The exams for both sections will be on Mondays (see below for the dates) at 5:00pm in classroom **CN 1.112**.

3. Lecture exam dates will be tentatively as follows: Exam I (9/17) = chapters 1, 4, & 5; Exam II (10/8) = chapters 6, 10 & 11 (pages 322-331); Exam III (11/5) = chapters 12-14; and Exam IV (12/17) = chapters 15-17. There will be no final comprehensive exam.

4. The average of four lecture exams will count 60% of final overall grade (each lecture exam is 15% of final overall grade). No lecture exam will be dropped.

5. The structure of the exams will be multiple choice, true/false, and matching questions. There will be 50 questions on all exams. There may be bonus points on all exams. You will need a Scantron (ParSCORE, SCORE SHEET, Form No. F-1712-PAR-L) for all exams.

6. Everything in the textbook is fair game for lecture exams, regardless whether or not it is presented in class. You are responsible to use the information contained in the entire chapters to prepare for exams (regardless it is presented or not in class).

7. 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, material presented by the professor in class will rule over what is written in textbook/outside source.

8. Do not miss lecture exams! (If exams are missed you must be able to verify your reason for missing).

9. Make-up lecture exams are usually not given - if there are circumstances that warrant a make-up the instructor will determine the criteria for such an exam at the appropriate time. The structure of make-up exams will be different than that specify in #5 above.

10. Legitimate Reasons to make-up missed lecture exams are as follows: death of an immediate family member and bona fide medical emergencies. These must be presented in writing – no exceptions.

11. **Lecture Quizzes**: There will be a maximum of 10 unannounced quizzes posted for in eLearning. The average of all quizzes minus the lowest two scores will count 10% of final overall grade. Quizzes will be taken in eLearning. You will have 1 week (168 hours) to take the quiz (due date and time will be shown in eLearning). Thus, do not procrastinate, because there will be no make-up for missing quizzes (**absolutely no exceptions**). A missed quiz will receive a zero (0). Read the instructions prior to taking the quiz. Quizzes are timed and only two attempts are allowed (you will get the highest score out of the two attempts).

12. **Lecture Bonus Points**: Bonus points (maximum 6 points) will be made available during all lecture exams. No bonus/extra points for the final overall grade.

13. **Lab Practical Exams**: Three (3) practical lab exams will be given during the semester. The average of all three lab practical exams will count 30% of final overall grade (each lab practical exam is 10% of final overall grade). No make-ups are allowed for practical exams. No lab practical exam will be dropped.

14. Lab practical exam dates will be tentatively as follows: Practical Exam I (9/26, 9/28, 10/1) = exercises 2-5, 7-16; Practical Exam II (10/24, 10/26 & 10/29) = exercises 17-21; and Practical Exam III (12/5, 12/7 & 12/10) = exercises 23-31.

15. Graded lab practical exams will not be reviewed in class. Lab practical exams will be kept on file in the instructor's office and will be available for review for 1 week, 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.

16. The structure of the lab practical exams will be filling in the blank and short answers. There will be between 60-100 questions in 32 stations (2-3 questions per station). During the practical exam, one (1) minute will be allowed per station (not per question), and ten (10) additional minutes will be allowed at the end of the practical for you to double check your answers. You will NOT need a Scantron for exams; an answer sheet will be provided. There may be a maximum of 5 bonus points on all practical exams.

17. Any changes to clauses # 15-16 above will be announced by your own lab instructor on the first day of class.

18. Everything in the lab manual is fair game for lab practical exams, regardless whether or not it is presented in class. NOTE.- when there are conflicts between the information contained in textbook or any other source and the material presented in class, material presented by the professor in class will rule over what is written in textbook/outside source.

19. **You will need a UTD photo ID to get into lecture and lab exams. If you do not have an UTD photo ID presently, please make arrangements to 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 photo in the same document, not just your photo). No exam or grade will be given to students without UTD photo ID (no exceptions).**

20. 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.

STUDENT CONDUCT & DISICPLINE

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD printed publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000, Board of Regents, The University of Texas System*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules,

university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

ACADEMIC INTEGRITY

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

EMAIL USE

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

WITHDRAWAL FROM CLASS

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

STUDENT GRIEVANCE PROCEDURES

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the deal will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

INCOMPLETE GRADE POLICY

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**. See web site: http://www.utdallas.edu/student/catalog/ugcurrent/policies/academic.html.

STUDENT ACCESSABILITY

The goal of Student AccessAbility Office is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Student AccessAbility Office is located in room 3.200 in the Student Services Building (SSB). Office hours are Monday-Thursday, 8:00 a.m. to 6:00 p.m.; and Friday, 8:00 a.m. to 5:00 p.m.

The contact information for the Student AccessAbility Office is:
The University of Texas at Dallas
800 W. Campbell Rd., SSB32
Richardson, Texas 75083
(972) 883-2098 (voice or TTY)
studentaccess@utdallas.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Student AccessAbility Office. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Student AccessAbility Office to notify them of your eligibility for reasonable accommodations. Student AccessAbility Office can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Student AccessAbility Office provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

RELIGIOUS HOLY DAYS

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.

TENTATIVE ACADEMIC CALENDAR

WEEK	DAY	LECTURE TOPICS	CHAPTERS
1	8/27	An Introduction to Anatomy & Physiology The Tissue Level of Organization	Chapter 1 Chapter 4
2	9/3	***9/3 LABOR DAY***	
3	9/10	The Integumentary System	Chapter 5
4	9/17	**Exam I (CN 1.112)**	**Chps 1, 4, & 5**
5	9/24	Osseous Tissue & Bone Structure	Chapter 6
6	10/1	Muscle Tissue The Muscular System	Chapter 10 Chapter 11 (pages 322-331)
7	10/8	**Exam II (CN 1.112)** Neural Tissue	**Chps 6, 10 & 11** Chapter 12
8	10/15	Neural Tissue	Chapter 12
9	10/22	The Spinal Cord, Spinal Nerves, & Spinal Reflexes	Chapter 13
10	10/29	The Brain & Cranial Nerves ***10/30 LAST DAY TO DROP***	Chapter 14
11	11/5	**Exam III (CN 1.112)**	**Chps 12-14**
12	11/12	Sensory Pathways & the Somatic Nervous System	Chapter 15
13	11/19	***11/19 – 11/21 FALL BREAK*** ***11/22 – 11/24 THANKSGIVING HOLIDAYS***	
14	11/26	The Autonomic Nervous System & Higher-Order Functions	Chapter 16
15	12/3	The Special Senses	Chapter 17
16	12/10	The Special Senses ***12/10 LAST DAY OF CLASSES***	Chapter 17
17	12/17	**Exam IV (CN 1.112)**	**Chps 15-17**

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

Lab Schedule
BIOL 3455 – A&P I – Fall 2012

DATES			TOPIC	LAB EXERCISES
Mon*	Wed*	Fri*		
Aug 27	Aug 29	Aug 31	Histology, Skin	Ex. 2-5, 7-12
Sept 10	Sept 05	Sept 07	Skeleton – Axial	Ex. 13-14
Sept 17	Sept 12	Sept 14	Skeleton – Upper Limb	Ex. 15-16
Sept 24	Sept 19	Sept 21	Skeleton – Lower Limb	Ex. 15-16
Oct 01	Sept 26	Sept 28	**Lab Practical 1**	**Ex. 2-5, 7-16**
Oct 08	Oct 03	Oct 05	Muscles – Axial	Ex. 17-19
Oct 15	Oct 10	Oct 12	Muscles – Upper Limb	Ex. 20
Oct 22	Oct 17	Oct 19	Muscles – Lower Limb	Ex. 21
Oct 29	Oct 24	Oct 26	**Lab Practical 2**	**Ex. 17-21**
Nov 05	Oct 31	Nov 02	Nervous System	Ex. 23, 26-27
Nov 12	Nov 07	Nov 09	Spinal Cord & Nerves	Ex. 24
Nov 26	Nov 14	Nov 16	Brain	Ex. 25
Dec 03	Nov 28	Nov 30	Special Senses	Ex. 28-31
Dec 10	Dec 05	Dec 07	**Lab Practical 3**	**Ex. 23-31**

* Mondays are for section 601; Wednesdays are for sections 602 and 102; and Fridays are for sections 101 and 103.

** NOTES: Questions about the lab practicals must be submitted to the instructor at least 48 hours prior to the exam in order to receive an answer before the exam.

Any student who has a question about their grade on any lab practical may submit their request to the instructor, no later than the week after the exam. The instructor will re-grade the entire exam and assign the final grade.