

ANATOMY & PHYSIOLOGY I

BIOL3455.501

M; 5:00 PM - 7:45 PM

SLC 1.102

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

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Office Hours Tuesday & Thursday, 12:00 pm – 2:00 pm

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.

Contact Information of A&P Professors:

Lab Instructor Meenakshi Maitra, Ph.D.

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Lab Instructor Ramirez, Ruben D, MD, Ph.D.

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Lab Sections:

Lab Section	Days & Times	Room	Professor
301	Th, 4:00pm – 6:45pm	ML2 1.202	Dr. Ramirez
304	T, 3:00pm – 5:45pm	ML2 1.202	Dr. Ramirez
302	T, 9:00am – 11:45am	ML2 1.202	Dr. Wu
303	T, 12:00pm – 2:45pm	ML2 1.202	Dr. Wu
305	F, 8:30am – 11:15am	ML2 1.202	Dr. Maitra
306	F, 11:30am – 2:15pm	ML2 1.202	Dr. Maitra
307	W, 10:00am – 12:45pm	ML2 1.202	Dr. Maitra
308	F, 2:30pm – 5:15pm	ML2 1.202	Dr. Maitra

Required Textbook and Materials:

LECTURE

LAB

1. Fundamental of Anatomy & Physiology

- Authors: Frederic H. Martini, Ph.D.; Judi L. Nath, Ph.D. & Edwin F. Bartholomew, M.S.
- 11th edition
- A La Carte (3 hole punch)
- Plus Modified Mastering A&P VP Fundamentals with eText
- Package ISBN: 013477521X

* The Lecture Textbook and the Modified Mastering for Lecture Section are required;

* The eText for the Lecture Textbook is only recommended

2. Human Anatomy & Physiology Laboratory Manual

- Authors: Elaine N. Marieb, R.N., Ph.D. & Lori A. Smith, Ph.D.
- 12th edition
- Main version
- Plus Modified Mastering A&P* with eText*
- Package ISBN: 0135219973

* The Lab Manual is required;

* The eText for the Lab Manual and the Modified Mastering for Lab Sections are only recommended

In UTD bookstores, the lecture textbook and the lab manual are sold EACH as a separate package. In the Lecture package, you will find the lecture textbook (new edition), its access code to its Modified Mastering (textbook-specific) with eText for the textbook. In the Lab package, you will find the lab manual, its access code for its Modified Mastering (book-specific) with eText for the lab manual. You can purchase these packages in UTD bookstores or you can purchase the individual books in other places (not as this package). To purchase from sources other than UTD bookstores, you will need to use different ISBNs, which you can obtain at the Pearson website.

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	5%		
c. Lecture Homework	5%		
d. Practical Lab Exams (3) and Post-Lab Quizzes	30%		

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:

Exam I: 2/10 at **SLC 1.102** (Chapters 1, 4 & 5)

Exam II: 3/02 at **SLC 1.102** (Chapters 6, 10 & 11)

Exam III: 4/06 – 4/09 **Online** (Chapters 12, 13 & 14)

Exam IV: 4/27 – 4/30 **Online** (Chapters 15, 16 & 17)

Lab Examinations:

Practical I: 2/04 – 2/07 at **ML2 1.202** (Exercises 1 – 2, 6 – 7)

Practical II: 3/10 – 3/13 at **ML2 1.202** (Exercises 8 – 13)

Practical III: 4/21 – 4/24 **Online** (Exercises 15, 17 – 26)

Open Lab Sessions are canceled.

Potential date/time/room for a Makeup any of the Lecture Exams due to bad weather or other unexpected events is pending.

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, and
4. Practical Lab Exams with Post-Lab Quizzes.

1. Lecture Exams:

- a. Four (4) "regular" lecture exams will be given during the semester. **There will be no Final Exam, even though the fourth exam is during the Final Exam Week.**
- b. **Only exams I and II will be in SLC 1.102 starting at 5:00 pm.** I will lecture after exams I and II. Schedule for lecture exams can be found in pages 4, 13 and 17 of this syllabus.
 - **Update: Lecture exams III and IV will be online (see below pages 14 and 18)**
- c. The average of four lecture exams will count 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 I and II will be multiple choice, true/false, and matching questions. There will be **100 questions** on all exams, and the time allowed to complete the exam 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 online exams III and IV, no scantron will be needed. And the structure of the exam will be multiple choice, true/false, and matching questions. Online exams will contain 60 questions and the time allowed to complete these online exams will be 1 hour. Every question will require only one answer. Multiple answers (two answers or more) or no answers (zero answers) will be taken as wrong answers and no points will be awarded. Each student will receive a different set of questions, but the same number of questions per topic (not per chapter). The grading scale will be from 0 – 100 points. No bonus questions will be given. So, the maximum score will be 100 points per exam.

These guidelines are for lecture exams taken in the classroom:

- You must type your **name** in **both** the **scantron AND** the **hard copy of the exam**.
- In addition, in the scantron sheets, you must fill out correctly your **name** and your **Comet Card ID** in **both** the **bubbles AND** the **boxes**. Please, **pre-fill** your scantron sheets out before you come to the exams.
- **When you are allowed to begin the exam**, please mark the **version letter** in the scantron sheet (it will be found in the **upper right corner of each sheet of the exam**).
- **There will be 100 questions in each exam plus 3 bonus questions.**
- 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.
- Questions 101 – 103 will be **bonus questions**
- 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 will be 106.00
- Bonus points will be made available during all lecture exams.
- No bonus/extra points will be awarded to the final overall grade.

- 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 mark on the hard copy of the exam. So, before you submit your exams, make sure you have transferred correctly all of your answers from the exam to the scantron sheet. Check multiple times that you have transferred correctly your answers from the exam to the scantron sheet. No credit will be given for incorrectly transferred answers or for forgetting to transfer, regardless 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 textbook is fair game for lecture exams/quizzes/homework, regardless of whether it is presented in class or not. **You are responsible to use all information contained throughout the entire chapters and additional sources (see below) to prepare for exams/quizzes (regardless of whether or not this material is presented in class)**. Information from additional sources is presented in self-study activities of Mastering A&P (see lecture schedule below), such as PhysioEx 9.1, Interactive Physiology, A&P Flix, or Clinical Case Studies, which will also be fair game for exams/quizzes/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 spring 2020 semester. Please, do not ask for "other ways."**

- i. **Late to Exam:** Exams are scheduled to begin at the same time as lecture (**5:00 pm**– see above clause #1b). However, I usually take around 10-15 minutes to give instructions regarding the exam and to shuffle the students in the classroom. So, no one should arrive after I 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. 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 to an exam. **For those who still arrive late to an exam, the following will be the penalties:**

- 1) if one (1) student finishes the exam, turns it in, and leaves the classroom before you arrive, then you **will not**

be allowed to take the exam, your score for this particular exam will be zero (0), and there will be **no makeup exam**. (NO EXCEPTIONS)

2) 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:

- Quizzes will be taken in [eLearning](#). So, everything remains the same, except that the due dates were updated.
- 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).**
- Always** read the instructions prior to taking the quiz.
- 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.**
 - Notice that now in all quizzes and homework assignments, you will have 7 days to take them (168 hours).**
- 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).
- The lowest two (2) 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).
- The **average** of all quizzes minus **the lowest two scores (2)** will count **5% of your Final Overall Grade.**

3. Lecture Homework:

- Homework will be taken in [Mastering](#). So, everything remain the same, except that the due dates were updated. 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.
- There will be a **maximum** of 10 homework assignments. **Homework schedule, periods to take the homework, and the expiration dates are found in page 15 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 for Homework**" below, **clause #3f**.
- 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 – SEE BELOW**):
- f. **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. 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 15** 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**).
- **Notice that now in all quizzes and homework assignments, you will have 7 days to take them (168 hours).**
- h. 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.

- i. **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).
 - j. The average of all homework assignments minus the lowest score (1) will count 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 4, 14 and 18 of this syllabus.**
 - **Open Lab Sessions are self-review sessions, not self-study sessions.**
 - The schedule for Open Lab Sessions is posted in **page 19** of this syllabus.
 - **Update: Lab Practical Exams III will be online (see below pages 15 and 19)**
 - b. The test classroom for all three **practical lab exams** will be in **ML2 1.202**. **Lab Practical Exam III will be online.**
 - c. The average of all three practical lab exams will count 30% of your Final Overall Grade (thus, each lab practical exam is 10% 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.

For online lab practical exam III, no scantron will be needed. And the structure of the lab practical exam will be multiple choice, true/false, and matching questions. This online exam will contain 60 questions and the time allowed to complete these online exams will be 40 minutes. Every question will require only one answer. Multiple answers (two answers or more) or no answers (zero answers) will be taken as wrong answers and no points will be awarded. Each student will receive a different set of questions, but the same number of questions per topic (not per chapter). The grading scale will be from 0 – 100 points. Bonus questions will be given for a total of 5 bonus points. So, the maximum score will be 105 points per exam.

These guidelines are for practical lab exams in the laboratory:

- Make sure you write clearly 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 64-96 regular (non-bonus) questions distributed in 36 stations (2-3 questions per station). These Stations will be labeled from "Station A" to "Station AJ"
- **Regular (non-bonus)** questions in these 36 Stations will be worth $(1/n \times 100)$ points each (where n = total number of regular non-bonus questions in a given practical test)
- Plus, there will be **bonus questions** for a maximum of 5 additional bonus points per Practical Lab Exam in the 37th Station. This Station will be labeled as "Station AK"
- There will be a total of **2-5 bonus questions** per lab exam. Despite the number of bonus questions, the **maximum number of bonus points** will be **5 points per Practical Lab Exams** (For example, if there is a total of two bonus questions, then each bonus question will be worth 2.5 points each to give a total of 5 bonus points; while if there are five bonus questions, then each bonus question will be worth 1.0 point each to give a total of 5 bonus points.
- Thus, **the maximum score in each of the Practical Lab Exams will be 105.00**. Each lab professor will determine how many bonus questions will be in a Practical Lab Exam.
- No bonus/extra points will be awarded to the Final Overall Grade.
- During the practical exam, one (1) minute will be allowed per Station (not per question), including the bonus station.

- 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 different, 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 to the Bonus questions, there will be **Post-Lab Quizzes** for most lab sessions.
- There will be 11 Post-Lab Quizzes. **Post-Lab Quiz schedule, period to take the quiz, and the expiration dates are found in page 16 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**. **Thus, everything remains the same, except due dates which were updated.**
 - 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, regardless whether or not it is presented in class. You are responsible to use all of the information contained throughout the entire chapters to prepare for lab practical exams (regardless of whether or not material from chapters is presented in class). 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 of these activities.**
- 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) 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.**
- 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 exams.**

- 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 spring 2020 semester. Please, do not ask for "other ways."

- l. **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 setup the practical lab exam, to explain 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 should 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.

For those who arrive after the exam has begun: 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. Therefore, neither one of these events will justify a student arriving late to 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 particular practical lab exam. There will be no makeup practical lab exam (No Exceptions)

- m. 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.

Practice/Reinforcement Activities (NOT FOR CREDIT)

i. **Additional Lecture Activities:**

- There will be no points awarded in these lecture activities. These lecture activities are tools to practice and/or reinforce concepts presented in class. These lecture activities are optional; however, concepts reviewed in these lecture activities may be used to create questions for exams/quizzes/homework (see clause #1e above).
- Lecture activities will consist on activities found in the **Study Area** of Mastering: PhysioEx 9.1, Interactive Physiology (IP), A&P Flix, or Clinical Case Studies.

ii. **Additional Lab Activities:**

- There will be no points awarded in these lab activities. These lab activities are tools to practice and/or reinforce concepts presented in the lab. These activities are optional; however, concepts reviewed in these lab activities may be used to create questions for lab practical exams (see clause #4g above).
- Lab activities will consist on activities found in the **Study Area** of Mastering: Histology Atlas and PAL 3.0.

NOTE 3.- 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 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. However, there is a \$20.00 fee for a replacement (so, take good care of your Comet Card).

NOTE 4.- Roster will be taken in both Lecture Class and Lab Class. No points will be awarded nor penalized for attendance. Roster will be taken for documentation purposes only.

In Lecture Class and starting from the **2nd Lecture Class (01/27/2020)**, roster 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 **second Lecture Class (01/27/2020)**. **Thus, you have plenty 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**

And in Lab Class and starting from the **1st Lab Class (01/14/2020 to 01/17/2020)**, roster will be taken daily. Due to the small number of students enrolled in each Lab section, a UTD photo-ID is not required, however roster will still be taken.

NOTE 5.- 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 <http://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:

WEEK	DAY	TOPIC	REQUIRED READING	ASSIGNMENTS
1	1/13	An Introduction to Anatomy & Physiology Tissues	Chapter 1 Chapter 4	Qz Chp 01 & HW Chp 01
2	1/20	***1/20 MLK HOLIDAY***	No CLASS	
3	1/27	Tissues	Chapter 4	
4	2/03	The Integumentary System	Chapter 5	Qz Chp 05 & HW Chp 05
5	2/10	Exam I (SLC 1.102, 5:00 pm) Osseous Tissue & Bone Structure	Chps 1, 4 & 5 Chapter 6	Case Chp 06
6	2/17	Osseous Tissue & Bone Structure Muscle Tissue	Chapter 6 Chapter 10 (10-1 to 10-8)	Qz Chp 06 & HW Chp 06
7	2/24	Muscle Tissue The Muscular System	Chapter 10 (10-1 to 10-8) Chapter 11 (11-1 to 11-4)	PhysioEx 9.1, Exercise 2 Qz Chp 10/11 & HW Chp 10/11
8	3/02	Exam II (SLC 1.102, 5:00 pm) Neural Tissue	Chps 6, 10 & 11 Chapter 12	PhysioEx 9.1, Exercise 3 IP: NS I and II
9	3/09	Neural Tissue	Chapter 12	Qz Chp 12 & HW Chp 12
10	3/16	***3/16 – 3/22 SPRING BREAK***	No CLASS	
11	3/23	***3/23 – 3/29 EXTENDED SPRING BREAK***	No CLASS	
12	3/30	The Brain & Cranial Nerves	Chapter 14	Qz Chp 14 & HW Chp 14
13	4/06	Spinal Cord, Spinal Nerves & Reflexes Sensory Pathways, Motor Pathways & Receptors	Chapter 13 Chapter 15	Qz Chp 13 & HW Chp 13 Qz Chp 15 & HW Chp 15
14	4/13	Exam III (Online, 4/06 – 4/09) The Special Senses	Chps 12 & 14 Chapter 17	Qz Chp 17 & HW Chp 17
15	4/20	Autonomic Nervous System	Chapter 16	Qz Chp 16 & HW Chp 16
16	4/27	Exam IV (Online, 4/27 – 4/30)	Chps 13, 15, 16 & 17	

During this period of online classes, the recorded PowerPoint Presentations for the Lecture would become posted in the Lecture Section in eLearning on Mondays, at 7:00 am. The recorded PP would remain active for the whole week and the rest of the semester.

And the Online Lecture Exams III & IV will be posted for 3 days (72 hours) in the Lecture Section in eLearning on the dates indicated above. The Lecture Exams III & IV will be TIMED (1 hour for 60 questions each exam) and only ONE ATTEMPT for each exam will be allowed.

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

WEDNESDAY, 4/22 LAST DAY TO WITHDRAW

THURSDAY, 4/30 LAST DAY OF CLASSES

LAB SCHEDULE:

DAY				TOPIC	REQUIRED READING
Tue	Wed	Thu	Fri		
Jan 14	Jan 15	Jan 16	Jan 17	Language of Anatomy, Organ Systems & Histology (Epithelial Tissue)	Ex. 1-2, 6
Jan 21	Jan 22	Jan 23	Jan 24	Histology (Connective Tissue)	Ex. 6
Jan 28	Jan 29	Jan 30	Jan 31	Histology (Muscle Tissue & Nervous Tissue) & Integumentary System Lab Practical Review	Ex. 6 & 7
Feb 04	Feb 05	Feb 06	Feb 07	Lab Practical I	Ex. 1-2, 6-7
Feb 11	Feb 12	Feb 13	Feb 14	Overview of the Skeleton & Axial Skeleton	Ex. 8 & 9
Feb 18	Feb 19	Feb 20	Feb 21	Appendicular Skeleton & Articulations	Ex. 10 & 11
Feb 25	Feb 26	Feb 27	Feb 28	Skeletal Muscle Fiber & Axial Muscles	Ex. 12 & 13
Mar 03	Mar 04	Mar 05	Mar 06	Appendicular Muscles	Ex. 13
Mar 10	Mar 11	Mar 12	Mar 13	Lab Practical II	Ex. 8-13
Mar 17	Mar 18	Mar 19	Mar 20	***3/16 – 3/22 SPRING BREAK***	NO CLASS
Mar 24	Mar 25	Mar 26	Mar 27	***3/23 – 3/29 EXTENDED SPRING BREAK***	NO CLASS
Mar 31	Lab Class Notes Will Be Posted on Tuesdays for all sections			Nervous Tissue, Brain & Cranial Nerves	Ex. 15 & 17
Apr 07	Lab Class Notes Will Be Posted on Tuesdays for all sections			Spinal Cord, Spinal Nerves, ANS & Reflexes	Ex. 19-21
Apr 14	Lab Class Notes Will Be Posted on Tuesdays for all sections			Special Senses (Vision, Hearing, Equilibrium, Olfaction & Taste)	Ex. 23-26
Apr 21	All sections will take the exam on the same period			Lab Practical III (Online, 4/21 – 4/24)	Ex. 15, 17, 19-21, 23-26

During this period of online classes, the recorded **PowerPoint Presentations for the Lab** would become posted in the **Lab section in eLearning on Tuesdays, at 7:00 am**. The recorded PP would remain active for the whole week and the rest of the semester.

And the **Online Lab Practical Exam III** will be posted for **3 days (72 hours)** in the **Lab Section in eLearning** on the date indicated above. The Practical Exam III will be **TIMED** (40 minutes for 60 questions, which is the same amount of time as in previous Lab Practical Exams) and only **ONE ATTEMPT** will be allowed.

WEDNESDAY, 4/22 LAST DAY TO WITHDRAW

THURSDAY, 4/30 LAST DAY OF CLASSES

NOTE 7.- These descriptions and timelines in lab schedule are subject to change at the discretion of the Professor.

NOTE 8.- Lab Policies and Procedures: No eating or drinking of any kind is allowed in the lab. An instructor has the right to ask a student that brings food or drinks to leave the lab (regardless the student is consuming them or not). These won't apply for online lab classes and exams.

LECTURE QUIZZES IN eLEARNING				LECTURE HOMEWORK IN MASTERING			
#	Chapter	Posted Period	Expiration	#	Chapter	Posted Period	Expiration
1	01	01/13, 7:00pm – 01/20, 11:59pm	01/20, 11:59:00pm	1	01	01/13, 7:00pm – 01/20, 11:59pm	01/20, 11:59:00pm
2	05	02/03, 7:00pm – 02/10, 11:59pm	02/10, 11:59:00pm	2	05	02/03, 7:00pm – 02/10, 11:59pm	02/10, 11:59:00pm
3	06	02/17, 7:00pm – 02/24, 11:59pm	02/24, 11:59:00pm	3	06	02/17, 7:00pm – 02/24, 11:59pm	02/24, 11:59:00pm
4	10/11	02/24, 7:00pm – 03/02, 11:59pm	03/02, 11:59:00pm	4	10/11	02/24, 7:00pm – 03/02, 11:59pm	03/02, 11:59:00pm
5	12	03/09, 7:00pm – 03/16, 11:59pm	03/16, 11:59:00pm	5	12	03/09, 7:00pm – 03/16, 11:59pm	03/16, 11:59:00pm
6	14	03/30, 7:00pm – 04/06, 11:59pm	04/06, 11:59:00pm	6	14	03/30, 7:00pm – 04/06, 11:59pm	04/06, 11:59:00pm
7	13	04/06, 7:00pm – 04/13, 11:59pm	04/13, 11:59:00pm	7	13	04/06, 7:00pm – 04/13, 11:59pm	04/13, 11:59:00pm
8	15	04/06, 7:00pm – 04/13, 11:59pm	04/13, 11:59:00pm	8	15	04/06, 7:00pm – 04/13, 11:59pm	04/13, 11:59:00pm
9	17	04/13, 7:00pm – 04/20, 11:59pm	04/20, 11:59:00pm	9	17	04/13, 7:00pm – 04/20, 11:59pm	04/20, 11:59:00pm
10	16	04/20, 7:00pm – 04/27, 11:59pm	04/27, 11:59:00pm	10	16	04/20, 7:00pm – 04/27, 11:59pm	04/27, 11:59:00pm

**** Notice that now in all quizzes and homework assignments, you will have 7 days to take them (168 hours).**

NOTE 9.- The professor has the right to change these 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.

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.

POST-LAB QUIZZES IN eLEARNING			
#	Experiments	Posted Period	Expiration
1	1 & 2	01/17, 7:00pm – 01/19, 11:59pm	01/19, 11:59:00pm
2	6	01/31, 7:00pm – 02/02, 11:59pm	02/02, 11:59:00pm
3	6 & 7	01/31, 7:00pm – 02/02, 11:59pm	02/02, 11:59:00pm
4	8 & 9	02/14, 7:00pm – 02/16, 11:59pm	02/16, 11:59:00pm
5	10	02/21, 7:00pm – 02/23, 11:59pm	02/23, 11:59:00pm
6	10 & 11	02/21, 7:00pm – 02/23, 11:59pm	02/23, 11:59:00pm
7	12 & 13	03/06, 7:00pm – 03/08, 11:59pm	03/08, 11:59:00pm
8	15 & 17	04/03, 7:00pm – 04/05, 11:59pm	04/05, 11:59:00pm
9	17 & 19	04/10, 7:00pm – 04/13, 11:59pm	04/13, 11:59:00pm
10	20-24	04/17, 7:00pm – 04/19, 11:59pm	04/19, 11:59:00pm
11	25 & 26	04/17, 7:00pm – 04/19, 11:59pm	04/19, 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.

Updated BIOL3455 Lecture Exams for Section 501

Lecture Exams	Day	Date	Time	Room			
Exam I	Monday	02/10/20	5:00pm - 6:30pm	SLC 1.102			
Exam II	Monday	03/02/20	5:00pm - 6:30pm	SLC 1.102			
Online Lecture Exams	FROM			TO			Place
Exam III	Monday	04/06/20	5:00 PM	Thursday	04/09/20	11:59 PM	Online
Exam IV	Monday	04/27/20	5:00 PM	Thursday	04/30/20	11:59 PM	Online

NOTE 11.- The time to complete the online lecture exams III and IV is 1 hour. Each of the exams will consist on 60 questions (multiple choice, true/false, and matching).

Updated BIOL3455 Lab Practical Exams

Lab Practical Exams	Day	Date	Time	Lab Section	Room
Practical I	Tuesday	02/04/20	9:00am - 11:45am	302	ML2 1.202
			12:00pm - 2:45pm	303	
			3:00pm - 5:45pm	304	
	Wednesday	02/05/20	10:00am - 12:45pm	307	
	Thursday	02/06/20	4:00pm - 6:45pm	301	
	Friday	02/07/20	8:30am - 11:15am	305	
			11:30am - 2:15pm	306	
			2:30pm - 5:15pm	308	
Practical II	Tuesday	03/10/20	9:00am - 11:45am	302	ML2 1.202
			12:00pm - 2:45pm	303	
			3:00pm - 5:45pm	304	
	Wednesday	03/11/20	10:00am - 12:45pm	307	
	Thursday	03/12/20	4:00pm - 6:45pm	301	
	Friday	03/13/20	8:30am - 11:15am	305	
			11:30am - 2:15pm	306	
			2:30pm - 5:15pm	308	
Practical III	FROM		5:00 PM	All Labs	Online
	Tuesday	04/21/20			
Practical III	TO		11:59 PM	All Labs	Online
	Friday	04/24/20			

* NOTE 12.- The Online Practical Lab Exams has been set to the time when we had regular lecture class. It will contain 60 questions. And you will have 40 minutes (1 minute for every two questions, which is equal to 30 minutes + 10 additional minutes to review) to complete the lab practical exam. Only one attempt will be allowed.

Updated Open Lab Sessions for BIOL3455 Lab Practical Exams

Open Lab Sessions	Day	Date	Time	Room	Lab Section
Open Lab for Practical I	Sunday	01/26/20	11:00am - 2:00pm	ML2 1.202	All
			2:00pm - 5:00pm		
	Sunday	02/02/20	11:00am - 2:00pm		
			2:00pm - 5:00pm		
Open Lab for Practical II	Sunday	02/23/20	11:00am - 2:00pm	ML2 1.202	All
			2:00pm - 5:00pm		
	Sunday	03/08/20	11:00am - 2:00pm		
			2:00pm - 5:00pm		
Open Lab for Practical III	Canceled				All

NOTE 13.- The professor has the right to change these 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.