

Biology 245:

Human Anatomy

Spring 2008 – Sam Houston State University

Course Description: This is a course in human anatomy, designed for non-Biology majors. We will explore the human body from the cellular level all the way to the organ systems level, focusing on form (anatomy) and function (physiology). However, in lecture we will focus mainly on functional anatomy (e.g. how things work), and only basic physiology will be covered in relation to gross anatomy. The laboratories will use human and cat examples to demonstrate primarily gross anatomy of the systems under study. Laboratory and lectures are integrated and support each other.

Goals: The goals of this class are to:

- 1) To provide detailed knowledge of the gross anatomy of the human body (lab)
- 2) To learn the functional anatomy of the systems of the human body (lecture)
- 3) To learn the basic functions (physiology) of the systems under study (lecture)

Instructor: **Dr. P. Raelynn Deaton**, Department of Biological Sciences, Sam Houston State Univ.

Contact: **Office:** LBD 142 **Lab:** LBD 102 **Office Phone:** 294-1550 **Email:** rdeaton@shsu.edu

Head TA: **Chase Pedersen** – cbp003@shsu.edu (See further information on laboratory syllabus)

Office Hours: **Office Hours:** I will be in my office most Mondays from Noon-4pm (during Monday labs) and most Tuesdays from Noon to 6pm (during Tuesday labs). This time span covers all lab sections, except for the Tuesday evening section, so most everyone should have an opportunity to see me during these times if necessary. I will pop into labs from time to time to see if anyone has specific questions, or needs extra help. If you can't see me during these times, then you are welcome to schedule an appointment. There may be some weeks when I can't be around on a Monday or a Tuesday (or during one or two lab sections). If this is the case, you should see the head lab TA, Chase Pedersen.

Official Office Hours: *BY APPOINTMENT*

Contacting the Professor:

The best way to reach me is via email at rdeaton@shsu.edu
You can contact me directly from your SHSU (or other) email account, or you can use Black Board's email function. Any email you send from Black Board will automatically be sent to my SHSU account. I teach A LOT of students; therefore, it is important for you to be sure to sign your emails (I don't know who "prd002" is when that comes up in an email (that's me, by the way!)) AND make sure you put your class, section, and subject heading in your email. I am very good about checking email, and responding quickly. But, if I don't know who you are, I can't help you AND your email will likely be deleted. I will use email and *BlackBoard* to communicate with the class. So, it is very important that you check your email and *BlackBoard* regularly. **Remember, you MUST check your email, read all emails from me, and follow any instructions given by me via email.** This is a requirement for this course.

You may also call my office phone to reach me (see number above), but you are much more likely to get a response via email because I work in my lab quite a bit where there is no phone.

Time Table: We will meet every Mo/We/Fri at 11:00am in LDB 214. Tardiness is NOT tolerated. If you have excess tardies, I reserve the right to reduce your grade accordingly.

Text: *Anatomy and Physiology, Second or Third Edition.* Marieb and Hoehn. Pearson.

Laboratory Manual: *Laboratory Manual to accompany Human Anatomy, Sixth Edition, Van De Graaff, McGraw Hill.*

Other Lab Supplies: Dissecting Kit (**Required**) Lab apron or coat (**Optional**)

Attendance Policy: In accordance with University Policy, I expect regular and punctual attendance from each of you. I have very low tolerance for tardiness. If you drive, you need to leave ample time for parking, etc. If I have to be on time and come to class prepared every day, so do you! If I notice that you are coming in late, you will hear from me. When you come in late, is not only a distraction to me, but also to your fellow classmates, especially in a large class such as this. If you come in late, I will notice, and I do reserve the right to dock points for tardiness. Attendance will be taken in class each lecture. If you miss more than three class periods, I reserve the right to drop you one letter grade per absence after the third absence. **If you are an athlete and/or will be gone for official SHSU business, it is your responsibility to tell me which days you will miss and provide a written excuse for your absence. I expect these dates in writing by the second week of class.**

Lab: You will receive a separate syllabus for the laboratory. Labs will begin on **Monday January 28th**. You may not switch labs. Once you are registered for a lab, you must attend that lab. Also, you must attend your scheduled lab each week. If you have an emergency (and it must be a documented emergency) and need to attend a different lab that week, then you must get permission from the head TA in order to do so. Once that permission is granted, you must then get permission from the TA whose lab you want to attend. Also, if your regular TA has not been informed that you have attended another lab, then you will receive a zero for that week's lab activities and/or quiz. However, remember, this permission will **ONLY** be granted under extenuating circumstances (e.g. official SHSU business, death in family, etc).

Lab Attendance: Lab attendance is mandatory, each week. No exceptions! Your individual TA's will let you know how your absences will affect your grade.

Grading: Your course grade is based on 900 total points (including lab grade). These points are distributed between four unit exams (you may drop your lowest), the final exam, unannounced pop quizzes, and lab. These distributions are summarized below:

Grade Component	Point Value
Unit Exams (4 * 100 pts) - drop one	300
Final Exam	150
Pop Quizzes (Lecture)	50
Lab (40%) of total course grade	400
Total	900

Semester grades will be assigned based on the following point scale:

A = 90% and above; B = 80-89%; C = 70-79%; D = 60-69%; F = 59% and below.

Please note that these cut-offs are guidelines and are subject to adjustment if necessary. Do NOT expect a grade curve at the end of the semester. I normally do not curve grades. I usually grade on a straight point scale, which means that an 89.5% is a B.

Extra Credit: Generally, I do not give much extra credit. However, on occasion, I may give an in-class writing or brainstorming assignment, or a fun out of class assignment, all for extra points. However, do not count on extra credit points to boost your grade in this course.

Exam Structure: We will have four regular exams this semester, and one final exam. Each of the regular exams will be worth 100 points, and composed of scantron-graded (quantitative comparisons, multiple choice, matching, true/false) questions. Each unit exam will have between 30-50 questions worth two-three points each. The comprehensive final exam will be worth 150 points. The final will cover all material relevant to the four unit exams, and is required for all students.

Make-up Policy: **No make-up examinations will be given.** You must attend all examinations to receive credit. If for some unforeseen reason you are unable to attend a unit exam, a "0" will be marked in the grade book for that exam. Because everyone has a bad day once in a while, or because sometimes we can't foresee getting sick and missing an exam, **I will drop your lowest of the four unit exams.** The drop policy, however, does NOT include the final exam. All students in the class must take the final. This policy applies for only one missed exam; a grade of zero will be recorded for any additional missed exams. If you are an athlete or have to miss more than one exam due to official university-related activities, you **MUST** provide a written and signed

document to me within the first two weeks of class, and you **MUST** schedule your exam to be made up **AHEAD** of time. I will deal with these cases on an individual basis. No make-up exams will be given after anyone in the class has finished the exam. No Exceptions! It is your responsibility to schedule these exams, and to let me know ahead of time that you will be absent from an exam **AND** it is your responsibility to get to the exams on time. For example, if you come into an exam 30 minutes late, and one person in the class has finished the exam, you will **NOT** be allowed to take that exam and will be assigned the grade of zero.

Grade Checks: Point totals will be updated once every two to three weeks on the *Blackboard* web-based course management system (discussed below). We will discuss how to access and use *Blackboard* during the first week of class.

Blackboard: I will use the course management system, *Blackboard* to reiterate announcements, post course documents, give test keys, and post points. *Blackboard* also allows me to e-mail the whole class at once; I may use it occasionally to make important announcements, send reminders, etc. But *Blackboard* only knows what you tell the University's e-mail system. So if you use an e-mail system other than SHSU's, please have your SHSU account forwarded to the account that you normally use. If you need help doing this, you can contact computer services at 4-1950.

Log in to SHSU's *Blackboard* by going to (<http://blackboard.shsu.edu/webapps/login/>) and using your SHSU ID and password. If you haven't used this system before, your default password for this site will be your birthdate in mmddyy format. For example, if your birthday is August 24, 1984, your default password will be 082484. You will be prompted to change your password upon initial login. I will send out class announcements via email, so please have your SHSU email account accessible.

Important Dates:

Exam I –Friday Feb 15

Exam II –Friday March 7

Exam III –Friday April 11

Exam IV-Wednesday May 7

Final Exam – Wednesday May 12th, 11:00am-1:00pm

Please note that if you withdraw after the date for an automatic W, I will assign you a W for the class if you are passing at the time of withdrawal; if you are failing, academic standards require that you receive an F.

Review Sessions: We will hold open labs before each lab practical for you to review material. The Head TA also may give review sessions before lecture exams, but those sessions will be announced prior to each exam.

Academic

Misconduct:

Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any other action that may improperly affect the evaluation of your performance. It also includes assisting others in any such act or attempts to engage in such acts. Penalties may include grade penalties and disciplinary action from the University's Academic Misconduct Board.

Reasonable

Accommodation:

SHSU is committed to providing reasonable accommodation for all students with disabilities. Students with disabilities who require accommodations in this course are requested to speak with me as early in the semester as possible. Students with disabilities must be registered with the Office of Disability Services prior to receiving accommodations in this course. It is your responsibility to let the instructor know if you have special needs.

One More Thing:

Universities expect you to spend 2–3 hours of study time **OUTSIDE OF CLASS** for each credit hour (that's why 12 credit hours is considered "full time")! This is a very challenging class, mainly due to the vast amount of material covered. **This is one of those classes where you will have to spend the extra time and put forth the extra effort to receive a good grade.** There is a lot of material to cover in this course, but you can do very well in any class if you decide to study efficiently and commit the necessary time to your education. What should you do during that

time? Some suggestions: read your text and review your lecture notes, make sure you understand the material, be sure and ask questions as they arise, re-write your notes and incorporate important information from the text, develop study aids, etc. Come to class, and lab! Take good notes in lecture! Ask questions! The investment will be worth it as you approach your exams.

Visitors:

Visitors are welcome to come to our class, as long as you contact the instructor ahead of time.

***Note: This syllabus is subject to change. Any significant changes or revisions to this syllabus will be announced and posted on Black Board.**