**HUMAN ANATOMY & PHYSIOLOGY I (BIOL 2458)** **Section 010**

**Fall 2015  Tu & Tr 5:30 p.m. – 6:50 p.m. / Life Science, Room 119**

**Instructor:**Xavier G. Aranda **Office:** Life Science Building, Room 351

**Office Hours:**10:30-12:00 T/W/TH, 2-5pm T’s, and by appointment

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**Course Prerequisites:**Biology 2457 or equivalent and approval of the department. Those students without the minimum prerequisites will not be allowed in the class. This syllabus outlines the critical points of the course, **read it** and know it.

**Required Textbook(s):** ***LECTURE***– *Principles of Anatomy& Physiology*, Tortora & Derrickson, 14th edition. The lecture book is available as an E-book (WyliePlus), a 3-ring print option for less expense, a regular hardbound copy, or a combination. ***LAB*** *-* *Laboratory Manual for Anatomy and Physiology*, Allen & Harper, 4th edition. The softbound Lab Manual is mandatory. Everything you need to get started is available on the WileyPLUS homepage: [www.wileyplus.com](http://www.wileyplus.com/). A Martini *Study Guide* is separate from the text & manual, and is highly recommended. Read your lab syllabus that will be supplied by your lab instructor. You must take an online Lab Tutorial, if you haven’t done so within a year.

*Consider this syllabus fair game for pop quizzes and test questions.*

**Course Description:** This course continues with the systematic level of human anatomy and physiology, and covers the structure and function of the endocrine, cardiovascular, lymphatic, respiratory, digestive urinary and reproductive systems.  Included are metabolic, energetic, fluid, electrolyte and acid-base balance. *This course satisfies the University of Texas at Arlington core curriculum requirement in life and physical sciences.* The italicized student learning outcomes required of core courses below will be assessed for each student in the laboratory portion of the course. The final lab report will be assessed to determine how a student has mastered critical thinking, communication, and empirical and quantitative skills. A teamwork assessment (peer evaluation) will be completed by each student in lab to determine how students work together in lab groups to achieve the student learning outcomes described below.

**Student Learning Outcomes:**

•    Students will adequately demonstrate their knowledge of the basic structures and organization of the integumentary, skeletal, muscular and nervous systems.

•    Students will apply their knowledge of molecular and cellular biology to relevant physiological processes, demonstrating their ability to engage in innovative thinking, scientific data collection, and analysis and interpretation of quantitative information using the scientific method.

•    *Critical Thinking Skills*: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

•    *Communication Skills*: to include effective development, interpretation and expression of ideas through written, oral and visual communication.

•    *Empirical and Quantitative Skills*: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

•    *Teamwork*: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Student Responsibilities:** Familiarize yourself with this course syllabus. **YOU** are responsible for this information. Memorize your lecture section and your professor’s and GTA’s names. Write your entire name & course on all emails to your instructor. Adhere strictly to standards of academic honesty, cheating results in an automatic F.

**Attendance and Drop Policy:** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I allow students to attend class at their own discretion. Due to the volume and intensity of the material to be covered in the session, attendance is strongly encouraged. Should you encounter a problem attending class, talk to your instructor ASAP. If you stop attending classes, and fail to withdraw through the registrar, you will receive a failing grade for the course. Student MAV cards or other photo IDs should be on hand at all times.

**Specific Course Requirements with Descriptions:** There will be 1000 total points {100%} for the course as follows:

**3 Lecture Exams                            300 points        30%**

**Quizzes/Assignments 220 points 22%**

**1 Comprehensive Final                 130 points        13%**

**Laboratory Grade                  350 points        35%   
              Course Total** **1,000 points     100%**

*In order to figure your average multiply your grades by the above percentages then add.*

*Do not ask your instructor to do it for you!  Keep up with your own grades.*

**Grading Scale:** **Points**              **Percentages**               **Grade**

**895-1000 .......... 89.5-100 ...................... A**

**795-894 ............ 79.5-89.4 ..................... B**

**695-794 ............ 69.5-79.4  .................... C**

**595-684 ............ 59.5-68.4 ..................... D**

**000-594 ...................0-59.4 .................... F**

*There will be no extra point assignments so please do not ask.*

*It is against University policy to email or telephone grade information.*

**Exams:** Exams will be given at the scheduled date and time unless otherwise announced in class. All exams require a Scantron form #882 or #882E, a #2 pencil, a Student MAV card, or other photo ID. Those who arrive late for a test will not be allowed to take it without a ***legitimate excuse***. No notes, hats, cell phones/cameras, or earpieces are allowed during exams. All scheduled exams must be taken, or the grade for that test will count as a zero.

Points will be taken off for the following:

1) Wrinkled, dog chewed Scantons that cannot run through the machine

2) Names that are illegible or too stylized, or different from your registration name

3) Asking questions that are on this syllabus.

Exam results and answer keys may be reviewed (***not copied or photographed***) during regular office hours or by appointment up to one week after the exam has been taken. You must arrive on the hour of the posted office time to review an exam. Photographing exams is considered cheating and will be dealt with accordingly. Everyone should prepare for the comprehensive ***Final Exam****;* do not ask if it is optional.

**Make-up Policy:** There will be ***NO make-up exams*** given. If you miss an exam for any reason whatsoever you will receive a grade of 0%. Should you have a ***justifiable documented excuse*** for missing one exam (*i.e. a signed doctor’s note on letter head sent through post explaining reason for your absence, a funeral program with your name listed as a family or friend, or a police report saying you were in an accident, or in jail, etc. at the time of the exam*) at the discretion of your instructor, you may possibly replace your missed exam grade with your grade from your comprehensive final exam. This may apply to one exam only.

**Laboratory Attendance:** LAB attendance is ***mandatory*** on your scheduled day and time. There will be little chance to make up missed laboratories due to the crowded laboratory schedule, so no unexcused absences will be permitted. If a lab practical is missed, with a ***justifiably documented excuse***, you will receive an incomplete grade (X) for the course until the next semester’s practical. This make-up practical must be completed with the next semester class or the grade will automatically convert to a failing one.

**Incomplete Grades:** Incompletes will only be given at the discretion of the instructor when accompanied by a ***valid medical or profound personal excuse***. A grade of X (incomplete) may be assigned for a course if, in the opinion of the instructor, there are extenuating documented circumstances that prevent the student from completing the required work within the semester of enrollment for the course. The incomplete work must be completed by the end of the final examination period of the following long semester for the student to receive credit for the course. If incomplete work remains undone after the allotted time period, it will revert automatically to an F.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Withdraw with automatic W deadline:** will be *Wednesday, November 4th*. After that time, all withdrawals will be recorded as failing. Course drops and withdrawals after that date must be approved and prepared by the student’s academic advisor.

**Drop for non-payment of tuition:**Payment must be received by the term due date of *September 2nd* or your registration will be cancelled. If your registration is cancelled for non-payment, you may reregister for classes but only is seats are available.

**Library Information:** Helen Hough, the Science Librarian, can be reached at (817)272-7433 or [hough@](mailto:nelson@library.uta.edu)uta.edu. The Science Library is in the basement of Nedderman Hall (engineering building).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Lab Safety Training: Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities.** Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned. Lab Safety Training Instructions:

1. Login to Blackboard at <https://elearn.uta.edu> with your NetID and password.
2. Under My Blackboard tab, click Lab Safety Training.
3. Click Welcome from the left pane to start and follow the instructions.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized, as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit.  When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**In-Class Communications:** Common courtesy is common sense. While applicable questions and active participation in lecture are encouraged, interruptions to the learning process are not. Disruptions will not be tolerated and may involve dismissal from the course. Your instructors will be available during posted office hours; otherwise meetings must be scheduled. Please clearly identify yourself and your course when leaving phone or email messages. It is against University policy to email, phone, or otherwise publicize specific grades. Keep record of your collected averages, and thus not bother your instructors to look them up for you.

**Student Support Services Available:** Strive to thrive, or choose to loose…it’s up to you; but help is available. UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**After-Hours Safety Escort:** The Sam Mav Escort service provides a service to assist students, faculty, staff and campus visitors to reach their destinations after regular business hours. The hours of service are 7:00 p.m. to 1:00 a.m., Sunday through Saturday. 817-272-3381. Be aware of your surroundings. Do not walk around campus alone, especially at night.

**MavMail:** All students are assigned an email account and information about activating and using it is available at [www.uta.edu/email](http://www.uta.edu/email). New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly.

**Blackboard:** Your course uses Blackboard in order for you to view your grades, course materials, and announcements. The discussion board is for communicating pertinent course topics with your classmates. You can access the UTA Blackboard Learn sign-in at:  https://elearn.uta.edu

**Study Tips: *BE PREPARED*!!** Reading your chapter, working your study guide, Power Points, etc. ***before class*** is essential for understanding the lecture. Complete the appropriate Study Guide exercises, Power Point presentations and review the chapter **before** attending the lecture. Use chapter outlines or Power Pt. printouts for taking class notes. Study groups may help.  Information in this course is garnered from the text and other resources, with guidance from the instructor. Students must use ***critical thinking*** to show an understanding of the material, and will not simply be spoon-fed rote information to be regurgitated on exams. Although ample memorization will be necessary, knowledge of a subject is not dependent on rote remembering. Students will have to use their own initiative in using individual study skills in order to do well in this course. A primary formula to any successful endeavor includes a right-minded attitude and persistent effort. It is important for you to know that without adequate sleep, memories cannot be effectively consolidated for retrieval. If you are having trouble accessing your free ***WileyPLUS*** account, try using the abbreviated: **Univ. of Texas at Arlington.** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 18 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc. 

**UTA Calendar:** Students enrolled in this course are subject to all UTA dates and deadlines according to the UTA Academic Calendar.

**Tentative Lecture/Topic Schedule (Course Content Calendar):** The following lecture calendar is a tentative one due to the probability of unforeseen circumstances such as weather, power outages, etc. Any changes in the class lecture schedule will be at the discretion of your instructor, or due to unanticipated conditions, and will be announced in lecture. *No video or audiotaping of lectures is allowed.*

**Human A&P II 2458-010 FALL 2015**

**08/27** **Orientation**

**09/01** **Chapter 18**

**09/08** **Chapter 18 & 19**

**09/15** **Chapter 19**

**09/22 EXAM 1: Ch 18–20 (Thursday:  Need Scantron)**                      

**09/29** **Chapter 21**

**10/06 Chapter 22**

**10/13** **Chapter 23 and Review**

**10/20** **EXAM 2: Ch 21–23 (Thursday:  Need Scantron)**

**10/27 Chapter 24**

**11/03** **Chapter 25**

**11/10** **Chapter 26 and Review**

**11/12  EXAM 3: Ch 24–26 (Thursday:  Need Scantron)**

**11/17** **Chapter 27**

**11/19** **Chapter 28**

**11/24** **NO CLASSES---THANKSGIVING HOLIDAY**

**12/01** **Chapter 29, Chapter 30**

**12/08-10:** **Chapter 30 and Review**

**12/15** **Tuesday:  5:30pm-8:00pm, FINAL Comprehensive EXAM-need TWO scantrons**

*Your laboratory calendar is on your laboratory syllabus and will be provided to you by your lab instructor.*

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.*

*–* Xavier G. Aranda