

# COURSE SYLLABUS

## BIOL 4400K: ANATOMY AND PHYSIOLOGY I (FALL 2008)

**Instructor:** Dr. Mark T. Sugalski  
Associate Professor of Biology

**Phone:** 678-915-3601 (Office)

**Email:** [msugalsk@spsu.edu](mailto:msugalsk@spsu.edu)

**Office:** E-100 Crawford Laboratory Building

**Office Hours:** 10:30 – 1:00 pm T,  
Noon – 1:00 pm W,  
10:30 am – Noon R, or by appointment

*Feel free to stop by my office at any time. If I am not busy, I will be happy to speak with you!*

**Course Web Page (VISTA):** <http://spsu.view.usg.edu/>

**Student VISTA Login Instructions:** [http://webct.spsu.edu/vista\\_login\\_instructions\\_ext.html](http://webct.spsu.edu/vista_login_instructions_ext.html)

### Course Objectives:

This is the first half of a two-semester course designed to introduce students to the fundamentals of mammalian anatomy and physiology, with the human as the model organism. This course emphasizes the **normal** functioning of the human body, homeostatic mechanisms, and the relationship between form and function; however, disease states will be described at various times to illustrate how normal functions become disrupted. Topics covered include: cell biology, histology, the integumentary system, the skeletomuscular systems, and the nervous system.

- **Student learning outcomes will be:**

- (1) to understand the basic physiological principles of each major organ system, ranging from the molecular level to that of the organ system.
- (2) to recognize and identify the basic anatomical structures associated with each major organ system.
- (3) to develop basic dissection techniques appropriate to the field of anatomy.

**Required Textbook:** *Anatomy & Physiology* (8<sup>th</sup> ed.) by Seeley, Stephens, & Tate

### Required Lab Materials:

- *Anatomy & Physiology* (8<sup>th</sup> ed.) by Seeley, Stephens, and Tate
- *A Visual Analogy Guide to Human Anatomy* by Krieger
- *A Photographic Atlas for the Anatomy & Physiology Laboratory* (6<sup>th</sup> ed.) by Van De Graaff, Morton, and Crawley
- *Virtual Anatomy Dissection Review CD* (2<sup>nd</sup> ed.) by Waters, Janssen, and White

**Meeting Times:** Lecture: 9:00 – 10:15am TR  
Lab: 2:30-5:20 R

### Evaluation:

Evaluation for the class will be based on the following criteria:

- Four lecture exams (average, *including final*) 55% of final grade
  - Three lab practicals (average) 30% of final grade
  - Online quizzes (average) 5% of final grade
  - Lab quizzes/Cat dissection (average) 10% of final grade
- = **100% of final grade**

### Grading Scale:

**A** = 90 – 100%  
**B** = 80 – 89.9%  
**C** = 70 – 79.9%  
**D** = 60 – 69.9%  
**F** = below 60%

To determine the number of course points earned, simply calculate your current % average for each criterion and multiply the % average by that criterion point value. The resulting number represents the number of points earned for that criterion. Repeat this for each criterion, and then add the earned points together. The point total represents the total points earned for the course & can be then be compared to the grading scale.

## Exams:

Exams (including the final) are not comprehensive; although each will assume that previous material has been learned.

## Late Work & Makeup Examinations:

- Written assignments are due at the beginning of the class/lab period. Assignments handed in after the designated due date will be penalized 5%/day late (including weekends). NOTE! Assignments that are submitted  $\geq 7$  days after the original due date WILL NOT be accepted.
- Late online assessments MAY NOT be submitted, except in the case of extended (and publicly acknowledged) SPSU network outages.
- Make-up lecture examinations WILL NOT be given, except for SERIOUS medical conditions and participation in games for SPSU sports teams. **A physician MUST provide written documentation of the illness, and must include a contact telephone number.** Documentation is also required for sports-related absences, and is required 1 week in advance. Failure to provide adequate confirmation will result in a zero for the exam. The make-up exam will be in the format of my choosing (oral & essay exams are likely formats).
- Due to the time, effort, and resources involved, lab practicals, lab quizzes, and lab exercises missed due to absence MAY NOT be made up. The student will receive a grade of zero for missed lab assessments.

## Attendance Related Issues:

- In order to receive maximum benefit from the course, students must attend lecture. Absence from **MORE THAN 3** lectures will result in the lowering of your final grade by 3% for each unexcused absence greater than three. Only SERIOUS medical conditions and games for SPSU sports teams will be considered an “excused” absence. **A physician MUST provide written confirmation of the illness, and must include a contact telephone number.** Documentation is also required for sports-related absences, and is required 1 week in advance.
- Attendance of (and participation in) laboratories is mandatory. Absence from **MORE THAN 1** laboratory will result in the lowering of your final grade by 3% for each absence.
- I reserve the right to reward diligent students with perfect attendance by increasing their final grade by 3%.
- I will consider chronically tardy students absent for the purposes of attendance (i.e., 3 tardies = 1 absence). If a student is more than 25 minutes late, they will be counted as absent. *NOTE: If you must be late, enter the class and sit down quietly.*
- I will not provide copies of my lecture notes for students who miss class. Ask your classmates.
- If you missed receiving a handout due to absences/tardiness, check VISTA or beg a classmate to loan you theirs to photocopy.
- **You are responsible for keeping up with all class announcements regarding assessments, activities, and changes in the syllabus. Students who miss announcements due to tardiness or unexcused absences should consult their classmates (not me) regarding what they missed.**

## Academic Dishonesty & Other Inappropriate Student Behavior:

- All work must be your own! I take any form of cheating VERY personally; therefore, if you are caught cheating on any graded assignment you will receive an F for the entire course. An F grade issued for academic dishonesty cannot be converted to a W. See the SPSU student handbook for details on this issue (<http://www.spsu.edu/student/handbook5.html>).
- Violations of the **SPSU Student Code of Conduct** will not be tolerated (see <http://www.spsu.edu/student/handbook5.html> for details). Any student violating this code will be reported to the appropriate campus authorities for disciplinary action. Note that transgressions may result in your removal from the class (with a grade of F) and/or expulsion from SPSU.
- Students who engage in disruptive or offensive classroom behavior will be asked to leave, and the incident will be reported to the appropriate campus authorities. Repeated transgressions will result your permanent dismissal from the course (with a grade of F).
- Note that confirmed cases of Academic Dishonesty, as well as other transgressions of the SPSU Student Code of Conduct, can result in a record of the infraction on your academic transcript.
- All cell phones, PDAs, and MP3 players (or equivalent) must be turned off & stowed before class begins. Using these items during class is just plain rude.

## Learning Disabilities:

- Students with learning disabilities who believe that they may need accommodations are encouraged to contact the counselor working with the ATTIC at 678-915-7244 as soon as possible. This will ensure that accommodations are implemented in a timely fashion.
- I MUST receive a copy of the completed 'Faculty Accommodation Form' from the ATTIC before I provide any class accommodations.
- Student assessment accommodations often require significant extra effort and scheduling adjustments on my part. **Thus, a student needing accommodations MUST verbally contact me** (i.e., phone or in person) **at least 24 hours prior to ANY assessment to discuss and formally define accommodation details. If a student does not contact me at least 24 hours prior to an assessment, I will assume that no accommodations are needed and none will be provided.** NOTE: it is the student's responsibility to contact me, not vice versa.

## TIPS FOR SUCCESS FROM SOMEONE WHO'S BEEN THERE

Regardless of the institution offering them, Anatomy & Physiology courses have a fearsome reputation for chewing up and spitting out undergraduates in the prime of their academic careers. Although this reputation is exaggerated, is probable that A & P will be one of the more challenging courses you will ever take. We will be covering a lot of material in detail, to the extent that it will take two semesters to adequately address all the essential anatomical/physiological concepts in humans. The sheer volume & breadth of material covered in this class may seem daunting; however, as an instructor (and a former student) who has been involved with anatomy & physiology courses at many levels, I have found that there are several ways you can maximize your performance (i.e., your grade) and improve your learning experiences.

### *General Advice*

- **Keep up with the material!** One way to insure poor performance in this class is to put off studying until the day before the test. We will simply be covering too much material in too much detail for you to get away with cramming. It is essential that you study the material within a reasonable period of time after lecture/lab. *Trust me...*you'll be glad you did!
- **Ask questions!** Regardless of whether you are in lecture or lab, it is essential that you ask questions if you don't understand a concept. The longer you are confused about a given topic, the harder it may be for you to eventually understand it. In addition, your confusion could impede your understanding of related topics. *Please...*don't be afraid to raise your hand in class or to talk to me one-on-one; I promise I won't bite!

### *Lecture Related Advice*

- **Read the book!** Make sure you read the appropriate chapter(s) either before or soon after my lecture on a given topic. The descriptions, tables, figures, and diagrams of concepts in the book will be most helpful in helping you learn the material.
- **Use the review sheets!** It is my custom to hand out fairly detailed review sheets about 1 week before an exam. I have found that if students treat the review sheet like a mock-exam (i.e., they quiz themselves using the review sheet), they significantly improve their performance on exams.

### *Lab Related Advice*

**You've got 3 hours for lab...use your time wisely!** Although not every lab session will go the full 3 hours, it is wise to use the remaining time to brush up on material that was covered during previous labs. Lab exams will cover a lot of material, so it is imperative that you fully utilize lab time whenever it is available to you.

## TENTATIVE LECTURE SCHEDULE

| <u>WEEK #</u> | <u>WEEK OF</u> | <u>TOPIC</u>   | <u>TEXT CHAPTER(S)</u> |
|---------------|----------------|--|------------------------|
| 1             | 8/19           | The Human Organism   | 1                      |
| 2             | 8/26           | Structure & Function of the Cell   | 3                      |
| 3             | 9/2            | Histology: The Study of Tissues  | 4                      |
| 4             | <b>9/9</b>     | Histology: The Study of Tissues<br><b>EXAM 1 (9/11; Chapters 1-4)</b>                              | 4<br>---               |
| 5             | 9/16           | Integumentary System   | 5                      |
| 6             | 9/23           | Skeletal System: Bones & Bone Tissue   | 6                      |
| 7             | 9/30           | Skeletal System: Gross Anatomy ( <i>the basics</i> )<br>Articulations & Movement                   | 7<br>8                 |
| 8             | 10/7           | Articulations & Movement<br><b>NOTE: Last Day to Withdraw (with a W) is October 7<sup>th</sup></b> | 8<br>---               |
| 9             | <b>10/14</b>   | <b>EXAM 2 (10/14; Chapters 5-8)</b><br>Muscular System: Histology & Physiology                     | ---<br>9               |
| 10            | 10/21          | Muscular System: Histology & Physiology<br>Muscular System: Gross Anatomy ( <i>the basics</i> )    | 9<br>10                |
| 11            | 10/28          | Functional Organization of Nervous Tissue  | 11                     |
| 12            | 11/4           | Functional Organization of Nervous Tissue  | 11                     |
| 13            | <b>11/11</b>   | <b>EXAM 3 (11/11; Chapters 9-11)</b><br>Spinal Cord and Spinal Nerves ( <i>physiology</i> )        | ---<br>12              |
| 14            | 11/18          | Brain & Cranial Nerves   | 13                     |
| 15            | 11/25          | Integration of Nervous System Functions<br><b>NO CLASS 11/26 – 11/30 (Thanksgiving Break)</b>      | 14<br>---              |
| 16            | 12/2           | Integration of Nervous System Functions  | 14                     |
|               | <b>TBA</b>     | <b>FINAL EXAM</b>  |                        |

## TENTATIVE LABORATORY SCHEDULE

| <u>WEEK</u> | <u>DATE</u>  | <u>TOPIC</u>   | <u>LAB EXERCISE(S)</u> |
|-------------|--------------|--|------------------------|
| 1           | 8/21         | Anatomical Terms & the Body Plan<br>Compound Light Microscope ( <i>review only</i> ) | 1<br>1a                |
| 2           | 8/28         | Histology Fundamentals I   | 2                      |
| 3           | 9/4          | Histology Fundamentals II  | 2                      |
| 4           | 9/11         | Histology Fundamentals III & Integument  | 2 & 3                  |
| 5           | <b>9/18</b>  | <b>LAB PRACTICAL 1</b>   |                        |
| 6           | 9/25         | Skeletal Anatomy I   | 4                      |
| 7           | 10/2         | Skeletal Anatomy II  | 4                      |
| 8           | 10/9         | Skeletal Anatomy III   | 4                      |
| 9           | 10/16        | Skeletal Anatomy IV<br>Articulations   | 4<br>5                 |
| 10          | <b>10/23</b> | <b>LAB PRACTICAL 2</b>   |                        |
| 11          | 10/30        | Gross Anatomy of the Muscular System I   | 6                      |
| 12          | 11/6         | Gross Anatomy of the Muscular System II  | 6                      |
| 13          | 11/13        | Gross Anatomy of the Muscular System III   | 6                      |
| 14          | <b>11/20</b> | <b>NO LAB (Thanksgiving Break)</b>   |                        |
| 15          | 11/27        | Gross Anatomy of the Muscular System IV  | 6                      |
| 16          | <b>12/4</b>  | <b>LAB PRACTICAL 3</b>   |                        |