Course Policies

Human Anatomy and Physiology I (Biol 2212k)

Instructor: Dr. Andrew Meyer: Sequoya 107

Phone: 272-2486 office or 706 264-4433 (cell or text) email: ameyer@daltonstate.edu

Office hours:

- Monday: 11:00 -12:00
- Tuesday: 10:00- 12:00
- Wednesday: 1:30-4:30
- Thursday: 10:00 - 12:15
- Online: Tuesday 8:00 - 9:00 pm

Textbook: https://openstax.org/details/anatomy-and-physiology

Lab text: Human Anatomy and Physiology, Marieb, main version

**Student learning outcomes for Biol 2212k: Human Anatomy and Physiology I**

Upon completion of this course, the student should be able to:

- Accurately use basic anatomical and directional terminology
- Demonstrate knowledge of the fundamental concepts and principles of biochemistry, cell biology and histology.
- Identify the basic cell types and structures of the following systems: Integumentary, skeletal, muscular, nervous, special senses, and endocrine.
- Demonstrate understanding of how the above systems function in a healthy human body.
- Demonstrate understanding the concept of homeostasis and the role each of these systems plays in maintaining homeostasis in a healthy human body.

Anatomy and Physiology I is the first course in a two part series of courses designed to give you a working overview of how our bodies function. One of the major concepts you will need to understand along the way is that all of our body systems contribute significantly to a healthy condition we call homeostasis. Once you get acquainted with that idea, you will begin to see how all of our systems work together.

What we will do this semester is start small and look at the chemicals and molecules that make up our bodies. This should be review for most of you, but it does introduce some things we will need to know later... even next semester. My best tip to you is to do your best to REMEMBER EVERYTHING. Our bodies are not organized in chapters and tests... what is on Test 1 does NOT disappear after you take the test. We use and build on things we learn. The more you can make and keep the connections as we build the
better you will do. We will then build our molecules into cells, and discuss how cells work and function as tissues. Our tissues come together to make organs and systems-the interesting part of anatomy and physiology!

As we approach each system, we will generally spend our lab time learning about the anatomy of that system. We dissect brains, eyes, cats, and other things to SEE how things are put together. We learn the names and structures of things, and have weekly quizzes over what we see and do in lab. Lectures are used to discuss HOW these things work. We will find out all sorts of interesting things like how drugs work on our brains, why we get tan, what happens when good eyes go bad, and why strychnine is bad for you.

At the end of the semester, we will have a comprehensive final. Most people are stressed by this concept, but if you work on REMEMBERING things and making connections as we build a body, you will find it to be an enjoyable and pleasurable experience. I am here to help you learn and build and make connections in the material covered. Please ask for any and all assistance you may need. Studying in GROUPS is also helpful. I highly recommend small study groups as a way of improving your understanding. I will have a web site available to you with helpful hints, tips, and other information that will help you learn (I hope). So, Enjoy and get smart and ask for help!

Course Policies

**Attendance:** You are expected to attend all class and lab periods. If you miss a class or a lab, YOU are the one responsible for finding out about missed assignments, announcements, and any material covered in your absence. If you must miss a lecture exam or quiz, please notify me the day of the exam or sooner. Under extreme circumstances, an essay/short answer make up exam may be given. There will be NO make up exams for missed lab quizzes. Late assignments may not be accepted. Please do not bring children/guests to lab or class.

**Georgiaview access:** Georgiaview is an integral part of the course but is NOT meant to be a substitute for class and lab attendance and participation. If I feel that you are not actively participating and attending class and labs on a regular basis your access may be restricted.

**Academic Integrity:** You will be expected to uphold the highest standards of academic integrity. Cheating of any sort will result in an “F” for the course. This includes giving information as well as receiving information. Plagiarism is a serious offense, and if you are not sure if what you are doing is ok, please ask. Ignorance is no excuse.

**Cell Phones:** Please turn off your cell phone during BOTH CLASS and LAB periods. This includes TEXT MESSAGING and GAMES. If you feel the need to play games/text message with your phone during class periods please get up and excuse yourself. If you have an emergency situation brewing, just let me know beforehand your cell phone may ring during class.
**Grading:** Your grade will be based upon the following: Georgiaview will have a column in the grade book that will calculate your grade as the semester progresses.

5 lecture exams: 100 points each
1 comprehensive final: 200 points

The average of these 7 grades will be 75% of your course grade

Lab grade (effort, Lab Practicals, computer assignments, quizzes, etc). The average of these will be 25% of your course grade.

90- 100% = A  
80-89% = B  
70-79%=C  
60-69%=D  
Below 60=F

You may earn bonus points by completing the ASSESSMENT PRE TEST and the ASSESSMENT POST TEST found in the Quizzes tab.

**Emergency Instructional Plan**

If the college is closed for inclement weather or other conditions, we will continue to hold our regularly scheduled class meetings via the chat module. If for some reason, Georgiaview is not available, please check your e-mail for additional assignments. Compensatory make-up days may be required if the total number of days lost exceeds the equivalent of one week of class time.

**COURSE POLICIES AND PROCEDURES**

**CARE Team**  
(Last Modified May 2018)

The Campus Assessment, Response, and Evaluation Team, also known as CARE, at Dalton State College engages in proactive and collaborative approaches to identify, assess, and mitigate potential risks associated with members of the campus who exhibit concerning or unusual behaviors. Report a concern through the CARE Reporting Form. Should you have questions, contact the Dean of Students’ Office at 706.272.4428.

**Disability Access**  
(From Disability Access website)

Students with disabilities or special needs are encouraged to contact Disability Access. In order to make an appointment or to obtain information on the process for qualifying for accommodations, the student should visit the Disability Access Library Guide or contact the Disability Access office.
Contact Information
Andrea Roberson, Associate Director of Disability Access and Student Support Services
Pope Student Center, upper level
706-272-2524
aroberson@daltonstate.edu

ETHICAL CONDUCT
(Last Modified May 2018)

Academic Dishonesty Cheating and plagiarism are a part of the Dalton State Student Code of Conduct, which can be found in its most updated form at Dalton State Student Code of Conduct. iv ANY assistance provided or given in any way toward work in a class constitutes cheating, unless such behavior is authorized by your instructor. Additionally, any use of the ideas or words of others should be noted, or this will constitute plagiarism. Using another students’ work or collaborating on an assignment not designated as collaborative is unacceptable. Furthermore, presenting work that was completed for another class, while not plagiarism technically, is not the same as presenting original work, and is therefore unacceptable unless it has been authorized by your instructor. For more details on what Dalton State considers to be Academic Dishonesty, please review the Student Code of Conduct. Instructors will assign grades based on classroom performance. Additional sanctions may be provided as a learning experience from the Student Conduct process.

Classroom Behavior Dalton State is committed to respect via the Roadrunner Respect pledge. To learn more, please visit Roadrunner Respect. v “I pledge to show my fellow Roadrunner students, faculty, staff, and administration respect by treating others the way they want to be treated and by thinking about others first before making decisions that might affect them.”

COURSE WITHDRAWAL STATEMENT
(Last Modified May 2018)

The last day to drop this class without penalty (a W or a required signature) is Thursday October 19. If you complete the proper paperwork to drop the course by this date, you will be assigned a grade of W. After this date, withdrawal without penalty is permitted only in cases of Extreme Hardship vi as determined by the Vice President for Academic Affairs; otherwise a grade of WF will be issued. Students who fail to complete the official drop/withdrawal procedure will receive the grade of F. Withdrawal from class is a student responsibility. The grade of W counts as hours attempted for the purposes of financial aid.

FULL WITHDRAWAL STATEMENT
(Last Modified May 2018)

The proper form for withdrawing from all classes at the college after the official drop/add period but before the published withdrawal date (October 19 vii) is the Schedule Adjustment Form viii All students must meet with a staff member at the Dean of Students office in the upper-level of the Pope Student Center to initiate the withdrawal process and complete an exit interview. After meeting with the staff member, students will then finalize the withdrawal process in the Enrollment Services Office.
GRADE APPEALS
(Last Modified May 2018)

A student may file a formal challenge to a grade if there is unequivocal evidence that one or more of the following applies:

a) It was a direct result of arbitrary and capricious conduct on the part of the instructor;

b) The instructor discriminated against the student on the basis of a protected classification as the term is defined by Federal Law, Georgia State Law, or the Administrative Code of the City of Dalton;

c) The grade was incorrectly calculated;

d) A clerical error occurred in recording the grade; or

e) A mitigating circumstance prevented the student from completing a final assignment or attending the final exam.

To appeal a grade, the student must notify the instructor in writing no later than two days after the posting of final grades. See Grade Changes and Appeals ix for the complete documentation.

ACADEMIC PROGRESSION
(Last Modified May 2018)

To remain in academically good standing, students must maintain an institutional GPA of 2.0 or higher. Students who do not maintain a 2.0 move through a sequence of statuses ranging from Academic Warning to Academic Probation to Academic Suspension to Academic Dismissal. See Academic Progress x for the complete documentation.

TITLE IX INFORMATION
Student Sexual Misconduct Policy xi
(Last Modified May 2018)

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined herein.

Please visit the Title IX at Dalton State web page xii for additional information on the policy xiii, How to Report xiv, Resources xv, and Campus Programs
## TENTATIVE Course Schedule:

<table>
<thead>
<tr>
<th>Week Beginning</th>
<th>Topics</th>
<th>Text Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 13:</td>
<td>Introduction, chemistry</td>
<td>1</td>
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<tr>
<td>Aug 20:</td>
<td>Chemistry, cells</td>
<td>2,3</td>
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<td>Aug 27:</td>
<td>Cells, TEST 1</td>
<td>3</td>
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<tr>
<td>Sept 3:</td>
<td>Tissues</td>
<td>4</td>
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<tr>
<td>Sept 10:</td>
<td>Integument</td>
<td>5</td>
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<tr>
<td>Sept 17:</td>
<td>Nervous tissue, TEST 2</td>
<td>11</td>
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<tr>
<td>Sept 24:</td>
<td>Central nervous system</td>
<td>12</td>
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<tr>
<td>Oct 1:</td>
<td>Nervous system</td>
<td>12,13</td>
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<tr>
<td>Oct 8:</td>
<td>Nervous</td>
<td>14</td>
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<tr>
<td>Oct 15:</td>
<td>Test 3</td>
<td>16</td>
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<tr>
<td>Oct 22:</td>
<td>Senses, Endocrine</td>
<td>16,17</td>
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<tr>
<td>Oct 29:</td>
<td>Endocrine</td>
<td>17</td>
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<tr>
<td>Nov 5:</td>
<td>Skeletal, TEST 4</td>
<td>6</td>
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<tr>
<td>Nov 12:</td>
<td>Skeletal, Joints</td>
<td>6,8</td>
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<tr>
<td>Nov 19:</td>
<td>Muscular</td>
<td>9</td>
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<tr>
<td>Nov 26:</td>
<td>Test 5</td>
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**Final**: Wed December 5, 3:30-5:30

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### PH 225 - BIOL 2212 Fall 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Lab</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/13/2018</td>
<td>Lab 1</td>
<td>Language of Anatomy</td>
</tr>
<tr>
<td>8/20/2018</td>
<td>Lab 2</td>
<td>Cells / Microscope</td>
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<tr>
<td>8/27/2018</td>
<td>Lab 3</td>
<td>Tissue # 1</td>
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<tr>
<td>9/3/2018</td>
<td></td>
<td>Labor Day (T-M staggering Schedule)</td>
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<tr>
<td>9/4-10/2018</td>
<td>Lab 4</td>
<td>Tissue # 2 / Integument</td>
</tr>
<tr>
<td>9/11-17/2018</td>
<td>Lab 5</td>
<td>Skeleton # 1</td>
</tr>
<tr>
<td>9/18-24/2018</td>
<td>Lab 6</td>
<td>Skeleton # 2</td>
</tr>
<tr>
<td>Date Range</td>
<td>Lab</td>
<td>Topic Description</td>
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<tr>
<td>9/25-10/1/2018</td>
<td>Lab 7</td>
<td>Muscle # 1 &amp; Skeleton Practical</td>
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<tr>
<td>10/2-15/2018</td>
<td>Lab 8</td>
<td>Muscle # 2</td>
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<td>10/8/2018</td>
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<td>NO LABS (Fall Break)</td>
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<tr>
<td>10/16-22/2018</td>
<td>Lab 9</td>
<td>CNS - Brain</td>
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<tr>
<td>10/23-29/2018</td>
<td>Lab 10</td>
<td>CNS - Spinal Cord</td>
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<tr>
<td>10/30-11/5/2018</td>
<td>Lab 11</td>
<td>PNS - Reflexes</td>
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<tr>
<td>11/6-12/2018</td>
<td>Lab 12</td>
<td>ANS - Special Senses # 1</td>
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<tr>
<td>11/13-19/2018</td>
<td>Lab 13</td>
<td>ANS - Special Senses # 2</td>
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<tr>
<td>11/20/2018</td>
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<td>NO LABS (Thanksgiving Break)</td>
</tr>
<tr>
<td>11/26/2017</td>
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<td>LAST WEEK OF LABS</td>
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This Schedule is subject to change as the semester progresses!

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i CARE Reporting Form: https://cm.maxient.com/reportingform.php?DaltonStateCollege&layout_id=1

ii Disability Access: http://libguides.daltonstate.edu/c.php?g=24716&p=149667


v Roadrunner Respect: https://www.daltonstate.edu/campus_life/respect-photo-gallery.cms


vii Academic Campus Calendar: https://www.daltonstate.edu/about/calendars.cms


ix Grade Appeals: https://libguides.daltonstate.edu/ld.php?content_id=42740257

x Academic Progression: https://libguides.daltonstate.edu/ld.php?content_id=42740270


xii Title IX at Dalton State web page: https://www.daltonstate.edu/about/title-ix.cms

xiii Title IX Policy: https://www.daltonstate.edu/about/title-iv-policy.cms

xiv Title IX How to Report: https://www.daltonstate.edu/about/title-ix-report.cms
Title IX Resources: https://www.daltonstate.edu/about/title-ix-campus-community-resources.cms