

# Human Anatomy and Physiology

Spring 2007

Biology 336

Required Text: *Fundamentals of Anatomy & Physiology* (7<sup>th</sup> Ed.)  
by Martini

Lab Text: *Mammalian Anatomy: The Cat* by Sebastiani & Fischbeck

Lab Packet from bookstore

Dr. William Todt

Room 142 Jones

Office Phone: 299-3814

Home Phone: 236-6241

todt@gloria.cord.edu

#	DATE	TOPIC/ACTIVITY	RELATED READING Chapter (Pages)
1	1/8	Chapter 1	
2	1/10		
3	1/12	Chapter 2/3	
4	1/15		
5	1/17	Chapter 25	
6	1/19		
7	1/22		
8	1/24	Chapter 12	
9	1/26		
10	1/29	Chapter 10	
11	1/31	<b>Exam 1</b>	
12	2/2		
13	2/5		
14	2/7		
15	2/9		
16	2/12	Chapter 13	
17	2/14		
18	2/16	Chapter 14	
19	2/19		
20	2/21	Chapter 15	
21	2/23	<b>Exam 2</b>	
	2/24 – 3/4	<b>Mid-semester Break</b>	
22	3/5	Chapter 16	
23	3/7		
24	3/9		
25	3/12	Chapter 23 / 19	
26	3/14		
27	3/16		
28	3/19	Chapter 20	

29	3/21		
30	3/23		
31	3/26	Chapter 21	
32	3/28	<b>Exam 3</b>	
33	3/30		
34	4/2	Chapter 26	
35	4/4		
	4/6 to 4/9	Easter Break	
36	4/11	Chapter 27	
37	4/13		
38	4/16		
39	4/18	Chapter 18	
40	4/20		
41	4/23	Chapter 28	
	4/27	<b>FINAL EXAM</b> (Friday 11:00 – 1:00)	

The above syllabus is meant to be a guide to the chapters we will cover and their order. As this is my first time teaching with this text, I do not know how long each chapter will take, so be patient and flexible. What shouldn't change are the dates for the exams. (In the event that test dates need to be changed, at least one week prior notice will be given.) These important days are listed here for emphasis:

Exam 1	1/31
Exam 2	2/23
Exam 3	3/28
Exam 4	4/27 (Final)

**OFFICE HOURS:** I am usually in the building from 7:30 to 4:30. My office is Room 142 S. My class schedule is posted by the door. Most of my free time is in the afternoons. Please feel free to contact me any time at my office. To be sure that I will be there it is good to call ahead or make an appointment. If I don't answer the phone, leave a voice-mail message or leave a message with Mrs. Hagen, the departmental secretary in room 244 Jones (299-3085).

**EMAIL:** From time to time, I will send out emails to the class to notify you of important events or changes. Each of you has a Concordia email address ([username@cord.edu](mailto:username@cord.edu)) and that is what I will use. You should check this account regularly or have mail there forwarded to an account that you do check often. See me if you have questions. Please, feel free to contact me with any questions/concerns I may be able to help with.

**LECTURES:** I will use powerpoint presentations with figures from the text, so you may want to bring the text with you to class. In the beginning, I will give you access to outlines for the lectures. These come right from the textbook. It is hoped that you will look at these in advance and learn to prepare your own.

**ATTENDANCE:** Your attendance at each lecture and laboratory is expected. In the event that you must miss class, notify me before hand. In case of sudden illness or emergency, see me or contact me as soon as possible to arrange make-up work. For those involved in extracurricular activities (e.g., music or athletics) please inform me ahead of time if you will miss class. Whatever the reason for any absence, **YOU** will be responsible for the material presented or assigned in class and should obtain make-up material (e.g., class notes) **from someone in class**.

**EXAMS:** Three lecture exams and the final exam are scheduled. We will be integrating and reviewing material throughout the course. Exams will be cumulative. Exams may include not only material covered in lecture but also lab material. If you do not take an exam at the scheduled time and have not notified me ahead of time, you will receive a **ZERO** score for that assignment (except in cases of emergency, emergencies are things **you** have **no** control over). When a make-up exam is given, it may be essay questions and may be graded on a pass-fail basis.

The final exam will be given during the time set by the registrar (Thursday, 4/27, from 11-1) and **NOT** before. If you have **more** than two finals on that day you may reschedule **one** of them. If you want to reschedule the 306 final you must talk to me about it before mid-semester recess or else take it at the scheduled time.

**QUIZZES:** Quizzes may be given at any time. They will cover material from the last lecture or two or assigned readings. They will only be given during the first part of class (~10 minutes). If you miss a quiz you may be able to make it up (by 10:30 of the next day of class). Otherwise your score for that quiz will be a zero.

**OTHER POINTS:** There will be opportunities to earn points in other ways besides exams and quizzes. Details will be discussed in class and posted on the class web page. There will also be several biology-oriented seminars and presentations you may attend with an opportunity for submitting written feedback. Details concerning dates and times of seminars will be given in class.

**ELECTRONICS:** Some electronic devices are useful and permitted during classroom lecture, laboratory and examination periods. Such devices may include laptop computers and calculators, for example. The Biology Department policy on the use of these devices in the classroom is as follows:

- 1) All electronic devices (including cellular phones) must be set to silent during scheduled lecture and laboratory sessions.
- 2) No electronic devices (laptop computers, PDA's, cellphones, MP3 players, digital cameras, etc) should be brought into the classroom during examination periods, with the exception of materials needed for the exam (e.g. a calculator is permitted if mathematical analyses is required).
- 3) If you wish to use a calculator during an exam, it must be a simple calculator that is non-programmable and non-text-storing. Examples include the Aurora HC 108X and HC 206, available at the bookstore. Sharing of calculators on exams is not permitted.

**INTEGRITY:** The handbook "Academic Integrity at Concordia College" was adopted by both the Faculty Senate and the Student Association Senate. If you have not read the handbook, see me and we will get you a copy. It states:

*At no time is cheating on examinations, quizzes, or assignments acceptable at Concordia. Students are also expected to exercise appropriate caution to avoid plagiarism on written assignments.*

Anyone found in violation of academic integrity will receive a **ZERO** on the assignment in question and will be reported to the Academic Dean. Anyone caught cheating a second time risks failing the entire class.

**GRADING:** Your grade for the course will be determined by taking all of the points you earned as a percentage of all points you could have earned. Points will be earned by correctly answering test questions, handing in assignments, participating in class, etc. Positive adjustment points may be added, in some instances, on exams. It is also possible to earn "negative" adjustment points for excessive unexcused absences, lack of participation, failure to complete assignments. Hopefully none of you will earn any negative points.

The lecture grade will be 60% of the final grade. Scores from laboratory activities will make up 40% of your grade. Your final percentage (0.6 x lecture average + 0.4 x lab average) will be converted to a letter grade as follows:

A	93-100 %	C+	77-80 %
A-	90-93 %	C	73-77 %
		C-	70-73 %
B+	87-90 %	D+	67-70 %
B	83-87 %	D	63-67 %
B-	80-83 %	D-	60-63 %
		F	60 % or below

Below is a space for you to record how well you have done on tests and assignments.

	Points	Possible	PerCent
Quiz(zes)	_____	___ <u>???</u> ___	_____
Exam 1	_____	_____	_____
Exam 2	_____	_____	_____
Exam 3	_____	_____	_____
Final	_____	_____	_____
Other Assignments	_____	___ <u>???</u> ___	_____
Semester Total	_____	_____	_____

(Lab % \_\_\_\_\_ \* 0.40 ) (Lecture % \_\_\_\_\_ \* 0.60) = Biology 101 Percent \_\_\_\_\_

**COURSE:** I will ask you for a thoughtful completion of a set of course evaluation forms.  
**EVALUATION:** This will be done during the final days of class/lab.

Miscellaneous information (adapted from Dr. Johnson)

**PREREQUISITES:** You have already successfully completed a prerequisite course such as Biology 101 or Biology 121. We will not be covering all the material in the textbook, but will assume that you have introductory background to some aspects of the course (cell biology, genetics, and functioning of the major organ systems). We will be building and expanding on this background knowledge and seeking to integrate our understanding of the form and function of the human body. Feel free to review material we don't cover in class, especially as it relates to what we do talk about. in lecture. But that is your responsibility.

**LABORATORY PROTOCOL:** Lab activities will include studies on living humans (you and your lab partners), dissection of the preserved cat, observation/dissection of the human cadaver. Many of the laboratory experiences call for strict adherence to written and verbal directions, For your own safety, the safety of others and concern for the proper treatment of living or formerly living subjects, please adhere to the following basic guidelines:

- No consumption of food or beverages in the laboratory.
- No tobacco products, in any form, in the lab and lecture rooms.
- No caps (especially in the laboratory, but also preferably in the lecture; no caps during quizzes and exams).
- No backpacks, coats, books, etc on lab tables.
- On EXAM days, no backpacks, coats, books, etc., in the seating area of the room.
- No behavior that detracts from accurately monitoring physiological processes when such monitoring is pertinent to lab work.
- ABSOLUTELY wear protective latex or other rubber gloves when working in the presence of formaldehyde and/or phenol (preservatives for the cadavers).
- Perform proper disposal of tissue.
- Perform proper preserving and sorting of lab specimens.
- Take total responsibility for lab equipment- care, maintenance, clean-up etc.
- Perform timely posting of laboratory results when requested.

Your name (please print) \_\_\_\_\_

Class: So. Jr. Sr.

Phonetic spelling of name \_\_\_\_\_ (How it sounds, especially if I messed it up.)

I have taken the following Biology courses (list numbers) \_\_\_\_\_

Concordia ID: \_\_\_\_\_ Academic Advisor \_\_\_\_\_

Hometown: \_\_\_\_\_ Major (?) \_\_\_\_\_

Age: \_\_\_\_\_ Minor (?) \_\_\_\_\_

Career Goal / Interests: \_\_\_\_\_

Extracurricular Activities / Interests: \_\_\_\_\_

Tell me something unique about yourself: \_\_\_\_\_

What concerns do you have about the class: \_\_\_\_\_

### Legal Stuff

I cannot post information that could link your name or any information that could be traced to you, along with your grades (scores). Therefore, I will assign each of you a new class ID number that is part of your Concordia ID number (the first four digits after your year of entry) to be used on exams and papers.

For example:

If your ID# is 2003 23456, your class ID would be 2345.

Please check one of the following statements:

\_\_\_\_\_ I grant permission for any graded work to be handed back in a pile / folder realizing that other people may see how the top page was graded (even though that page will not have my name on it). I also grant permission for scores of any graded work to be posted in class, on the instructor's office door, or on the web using my class ID number (not Concordia ID or Name).

\_\_\_\_\_ I will personally pick up my graded work from the instructor. No one else will be able to pick up my work. I deny permission to have my scores posted in any way. I will wait until I pick up assignments to see my score.

Signature: \_\_\_\_\_