

# Midwestern State University Department of Biology

## Course Syllabus for

### BIOL 1134: Anatomy and Physiology I

Please keep this syllabus as a reference. Students are responsible for all information contained in this syllabus and for any needed changes to the syllabus, which may be announced in class.

#### Description

Structure and function of the human body. Anatomical terminology, chemical and cellular basis of life, tissues, the integumentary, skeletal, muscular, and nervous systems, including sense organs. Concurrent laboratory participation with animal dissection required.

This course meets the general education requirement for a science course in the core curriculum. It is not intended for Biology majors or minors.

A "C" or better in A&P I and concurrent enrollment in a lab section is required for enrollment in A&P II.

#### Section Details and Instructor Information

Your section meets: Online

#### Contact Information:

Instructor: Mrs. Jeanel Georges Insalaco

Office: Pierce Hall Room 307C

Phone: (940) 397-4023

Email: [jeanel.insalaco@msutexas.edu](mailto:jeanel.insalaco@msutexas.edu)

Office Hours: Mondays and Wednesdays 2-5pm; or by appointment

Office hours may be held in person or via [Zoom](#): ID: 869 714 2289

#### Resources

BIOL 1134- X21 is included in the above program for the Fall semester. What does this mean?

- You will have access to your content the first day of class and your professor will provide the link to the material. **Your Professor opted to have this course in the program to save you time and money.**
- The charge of \$97.50 + tax has been added to your student account.
- You have the choice to "opt out" of this special pricing and find your material on your own. If you prefer to "opt out", the instructions will be in your **my.msutexas.edu email** on the second day of class. The last day to opt out of the program and the content will be **09/03/24**. For questions concerning the program or if you need assistance, please contact the Bookstore at [jenny.denning@msutexas.edu](mailto:jenny.denning@msutexas.edu).

## Lecture and lab

- Required: Connect – ISBN 9781264349210. Connect provides access to the eBook: Anatomy and Physiology: Unity of Form and Function, by Saladin and McFarland, McGraw Hill, as well SmartBook assignments, lab simulations and a virtual dissection tool.
- For those who prefer a physical textbook you may purchase a Loose Leaf – ISBN: 9781264260744
- Required: A computer with internet access
- Four Scantron sheets for in-class lecture exams (can be purchased in the bookstore)
- Microsoft Office 365 is available to MSU Students for free through the Microsoft website at [Office 365 for Students](#).

## This course uses Desire-to-Learn (D2L) and McGraw Hill's Connect extensively.

Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact MSU's technical support department by phone at 940-397-4278, or by email at [helpdesk@msutexas.edu](mailto:helpdesk@msutexas.edu).

Access to Connect will be via the D2L login. For technical support for Connect:

- **Phone:** [\(800\) 331-5094](tel:8003315094)
- **Online:** [Submit a Support Request](#)
- **Chat:** [Chat with a Representative](#)

## Evaluation Procedures

### How your grade will be calculated

In lecture, 80% of your average will come from 4 equally weighted exam grades, 15% of your lecture grade will come from weekly McGraw Hill Connect assignments and 5 % from your participation. You will be required to think at higher cognitive levels beyond basic memorization of facts.

**SmartBook** is an adaptive learning tool that you access via the McGraw Hill Connect link on the D2L homepage. You get full points for completing the assignments.

**Chapter Short Answer** assignments include fill in the blanks, labeling and categorizing. These are on McGraw Hill Connect accessed via the link in the D2L chapter module.

**Participation** will be assessed by the percentage of lecture slides or voiceovers that you view, completion of assignments in a timely manner, including assignments other than SmartBook that will be assessed occasionally.

At the end of the semester, the lecture and lab components of this course will be combined into a single weighted average, with 70% of the final grade coming from lecture, and the remaining 30% coming from lab.

Lecture and lab grades will be determined as follows.

Item in <b>Lecture</b>	% of Lecture Grade
Lecture exam average	80%
Connect Smartbook & Short answer	15%
Participation	5%
Item in <b>Lab</b>	% of Lab Grade
Virtual labs	30
Lab quizzes	30
Lab midterm	20
Lab final	20

Overall Course Grade	% of Overall Course Grade	
Lecture average	70%	
Lab average	30%	
A	90-100%	
B	80-89%	
C	70-79%	
D	60-69%	
F	below 60%	

**Note:** Final grades are rounded to the NEAREST whole number (0.5 rounds up, 0.4 rounds down). Grades will NOT be curved (adjusted) for students close to a cut-off between letter grades. A grade of C or better is required to enroll in BIOL 1234 Anatomy & Physiology II (see University catalog).

### Lecture Unit Exams

- There will be four multiple-choice unit exams **in class** that make up for 80% of your lecture grade.
- **No exam grades will be dropped.**
- The [Grade Appeal Checklist](#) provides the timeline for appealing from the instructor to the next in line (dean of the college).
- Integrity is expected from all students. Any action suspicious of cheating, attempting to cheat, or helping someone cheat (such as, but not limited to, collaborating on exams, using notes during an exam, or recording or communicating exam content to other students, plagiarizing or otherwise copying lab work) will result in **a grade of zero**. Since analytical and critical thinking skills are part of the learning outcomes of this course, all written assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism. You may also be dropped from the course and ultimately reported to the Dean of Students for academic dishonesty. The [Academic Honesty Checklist](#) describes the timeline for appealing from the instructor to the next in line (chair of department) and who must be notified of academic honesty infractions.
  - For more information about the University Academic Misconduct Policy, see the 2023-2024 MSU Student Handbook, PART II "Academic Dishonesty Policies and Procedures.

### Late or Missed Exams

- If you know in advance that you will be unable to take an online exam within the specified time period then you must notify the instructor **before** the exam date to reschedule a time.
- For unforeseeable occurrences:

- A make-up exam will only be allowed if the student contacts the instructor during business hours **of the same day** that the exam was originally scheduled.
- If a make-up exam is granted, it must be taken during the re-scheduled time slot.
- Failure to contact the instructor within the accepted time or failure to take the make-up exam will result in a zero for that exam.

## Homework

The remaining 15% of your lecture grade will come from chapter quizzes using Connect SmartBook. These assignments consist of multiple choice and True/False questions that are automatically graded upon completion of the assignment.

## Frequently asked questions about grades:

How do I know what my grades are?

- Lecture grades will be posted on the lecture D2L gradebook
- Lab grades will be posted to the Lab D2L gradebook

How do I calculate my overall course grade so far?

- $[(\text{lecture average so far}) \times (0.70)] + [(\text{lab average so far}) \times (0.30)] = \text{Course Grade}$

Will you round my average?

- I will only round averages in instances where the average would normally and mathematically round up to the next number (such as in instances of **0.5** and higher). For example, an average of 89.5 will round to a 90.

Is there any extra credit I can do?

- No. Generally, I find that extra credit is unfair to students and discourages hard work from the start if students think they can make easy points with extra credit assignments. The class activities and SmartBook assignments provide ample opportunity to reinforce learning.

### **My Teaching Philosophy:**

I believe that higher education goes beyond facts presented in books. I aim to create a learning environment that fosters the application of knowledge and critical thinking. I hold each individual to high expectations and accountability. I will not do for students what students can do for themselves. My role is to serve as a guide students to become self-directed learners, to engage their curiosity about the material presented and extend that curiosity to their career path and life in general. I believe:

- Significant change requires significant commitment and time.
- Struggle is necessary for growth and development.
- Students are responsible for their own learning.
- A letter grade does not define a student

That said, I will work hard and use multiple ways of learning to help you succeed in this course.

### **Interaction with Instructor**

The Instructor will make every effort to communicate frequently with students through announcements and postings within the D2L site. I will post announcements, questions or comments about the course content and/or requirements in the *News* widget on the course homepage.

You are also invited to join my group "[From Axis To Zygomatic](#)" on the mobile app GroupMe. Joining is optional. Your phone number is not visible to me or any other group members.

### Email Policy

I will respond to a received email within 24 hours. I will post an announcement alerting you if I will be unavailable for more than a day. It is your responsibility to check your email daily for updates and announcements. Excessive emails impact both the professor and the student. Please make sure you have a legitimate reason for emailing.

I will email you about:

- Questions arising from difficulty in understanding course content.
- Requests for feedback on a graded assignment.
- Private issues (i.e. grades, missed exam, family emergency, etc.)

I will **not** respond to email about:

- **Questions that are answered in the syllabus.**
- Lacks a subject line clearly stating the purpose of the email.
- Raises an inappropriate question

### **Attendance Policy**

Research that shows final grades are positively correlated with attendance. Attendance in lecture will be recorded by your D2L login. Student attendance for this course is defined by **active participation** in the course. You are required to login no more frequently than daily

and at minimum once a week. However, it is not recommended that you attempt to cover a week's worth of assigned material in one day.

Your participation can be documented by any or all of the following methods:

- Submission/completion of assignments
- Communication with the instructor

To stay on track with this online course I recommend that you follow a similar schedule as you would if you were taking it face-to-face. Estimate 3 hours/week to review lecture slides, notes and read the eBook. Work on assigned activities such as SmartBook and short-answer exercises throughout the week instead of all in one day.

### In general

- The only absences that are counted as excused by MSU are those required for MSU organizations or events. All other absences are deemed as excused or unexcused at the instructor's discretion.
- For lecture and lab you are responsible for all material, announcements, reminders, and changes to the syllabus (should they occur).
- You are responsible for scheduling make up missed quizzes with your lab section's Graduate Teaching Assistant GTA.
- Excessive absences (more than 6 lectures or 2 weeks) and/or risk of failing may result in you being dropped by the instructor from the course. You will be contacted by email before being dropped.

### Inclement weather

This is a fully online course, therefore, in the event of campus closures due to inclement weather activities will continue as scheduled. Any changes to schedule will be announced via D2L mail and D2L news items on the homepage.

For Academic Help

**If the problem or question is about lab** (attendance, grades, lab material questions)

- First, contact your lab section's GTA
  - You can call or leave a message for the GTA using the contact information provided on the lab syllabus

### **Relevant University Policies**

- **Students with Disabilities**

If you have a disability that requires an accommodation, I am glad to work with you. To arrange for the necessary accommodations, please contact the Disability Support Service in Room 168 of Clark Student Center (940) 397-4140.

- **Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### **Active Shooter**

- The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

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Instructor reserves the right to alter and/or amend the syllabus throughout the semester as necessary