

# 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.

\*Be aware that this course is primarily for students who plan to enter into MSU Health Science programs and *may not transfer to another college or university*.

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**Semester and Year:** Fall 2022

**Section:** X11

**Lecture class time and days:** online

**Instructor:** Aqsa Rahman

**Contact Information:** Email: [aqsa.rahman@msutexas.edu](mailto:aqsa.rahman@msutexas.edu)

### Resources

#### Lecture

- Recommended but not required: Anatomy & Physiology: Unity of Form and Function.
- Recommended: Anatomy and Physiology by OpenStax:  
<https://openstax.org/details/books/anatomy-and-physiology>
- A computer with internet access

#### Lab

- Required: McGraw Hill Connect

#### **This course uses Desire-to-Learn (D2L) entirely.**

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@mwsu.edu](mailto:helpdesk@mwsu.edu).

## Evaluation Procedures

Lecture and lab grades will be determined as follows.

Item in <b>Lecture</b>	% of Lecture Grade
Lecture exam average	90%
Weekly quizzes	10%

Item in <b>Lab</b>	% of Lab Grade
Lab activities average	100%

Overall Course Grade	% of Overall Course Grade
Lecture average	60%
Lab average	40%

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 90% of your lecture grade. Each one will be take online D2L within the dates and times specified. Online exams are to be treated with the same honesty as proctored exams. Notes, textbooks, internet resources etc. are not permitted during exams.
- No exam grades will be dropped.
- 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, having a cell phone or any electronic device out 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**. You may also be dropped from the course and ultimately reported to the Dean of Students for academic dishonesty.
  - For more information about the University Academic Misconduct Policy, see the 2016-2017 MSU Student Handbook, Appendix E, "Academic Dishonesty Policies and Procedures, pp. 119-120.

**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 10% of your lecture grade will come from chapter quizzes on D2L. You must log into D2L before the due date and time to complete the assigned quiz. Similar to the exams the quizzes consist of multiple choice and True/False questions that will automatically graded upon completion of the assignment.

At the end of the semester, the lecture and lab components of this course will be combined into a single weighted average, with 75% of the final grade coming from lecture, and the remaining 25% coming from lab.

**Frequently asked questions about grades:**

How do I know what my grades are?

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

How do I calculate my overall course grade so far?

- $[(\text{lecture average so far}) \times (0.75)] + [(\text{lab average so far}) \times (0.25)] = \text{Course Grade}$

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.

**Attendance Policy****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.
- You are responsible for all material, announcements, reminders, and changes to the syllabus (should they occur) discussed in class whether or not you were present.

**In Lecture:**

- Attendance is automatically recorded each time you log in to D2L
- However, if you fail to log in weekly or have missed an exam, and are at risk of failing you may be dropped from the course. You will be contacted by email before being dropped.

**In Lab:**

- *Attendance for lab is strict.* Attendance is automatically recorded each time you log in to D2L Assignments must be uploaded by the due dates. More than two late or missed lab assignments can result in an F in the entire course or removal from the entire course.

**For Academic Help****Tutoring and other academic support**

- Free tutoring provided by experienced MSU students at McCullough Hall
- You can see the tutoring schedule and other services provided by going to the MSU website ([www.mwsu.edu](http://www.mwsu.edu)), clicking on “Academics” drop-down menu (near the top of the page), and clicking on the “[Tutoring and Academic Support Programs at MSU](#)” link. Click on the subject area that you need help in to see all of the on-campus tutoring opportunities available to you.

**Supplemental Instruction (“SI”)**

- Free review sessions led by MSU students who took this course and made an A in it
- SI leaders offer free review sessions twice a week

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

- First, contact your lab section’s Teaching Assistant (TA)
  - You can call or leave a message for any TA with the Biology department secretary at 940-397-4163
  - You can contact your TA by email
- Give your TA time to respond. If it’s been several days and you haven’t heard from them, contact Aqsa Rahman ([aqsa.rahman@msutexas.edu](mailto:aqsa.rahman@msutexas.edu) *be sure to state which lab section you are in.*)

**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.
  - **About Campus Carry at MSU**
  - Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage at <https://mwsu.edu/campus-carry/rules-policies>.
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