

Midwestern State University Department of Biology

Course Syllabus for BIOL 1134- 101: Anatomy and Physiology I Fall 2021

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 on: MWF at 9:00 – 9:50 am.

Location: Bolin, Room 127

Contact Information:

Instructor: Mrs. Jeanel Georges Insalaco

Office: Bolin Science Hall Room 307C

Phone: (940) 397-4023

Email: jeanel.insalaco@msutexas.edu

Office Hours: by appointment

Office hours may be held via Zoom: <https://msutexas-edu.zoom.us/j/8697142289>;

or Zoom ID: 869 714 2289

Resources

Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for required course materials on their student account with the Business Office. Any students who wish to opt-out of the Program and purchase the required course materials on their own must do so prior to **09/07/21**. Opt-out instructions are sent to students' official my.msutexas.edu email address after the first day of class. Please contact the MSU Bookstore if you have any questions about the opt-out process.

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
- Five Scantron sheets for in-class lecture exams (can be purchased in the bookstore)

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@mwsu.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 5 equally weighted exam grades, 15% of your lecture grade will come from Smartbook assignments and 5 % from your participation.

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.

Participation will be assessed by the percentage of the uploaded lecture PowerPoints/videos that you review **weekly**.

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.

Lecture and lab grades will be determined as follows.

Item in Lecture	% of Lecture Grade
Lecture exam average	80%
Connect LearnSmart	15%
Participation	5%

Overall Course Grade	% of Overall Course Grade
Lecture average	75%
Lab average	25%

Item in Lab	% of Lab Grade
Virtual labs	30
Lab quizzes	30
Lab midterm	20
Lab final	20

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.
- 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**. 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.

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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?

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

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.
- For lecture and lab you are responsible for all material, announcements, reminders, and changes to the syllabus (should they occur).
- Students instructed to quarantine due to Covid exposure may attend the lecture via Zoom during that period. If I have not been notified by the University of your exposure you will not be permitted to attend via Zoom.
- You are responsible for scheduling make up missed quizzes with your lab TA.
- Excessive absences 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.

For Academic Help

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

- First, contact your lab section's Graduate Teaching Assistant (GA)
 - You can call or leave a message for the GA 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.
 - **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 [Campus Carry Rules and Policies](#).
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