Anatomy and Physiology – BIO 220
Professor Elizabeth Hodgson
Fall 2009 Lecture Syllabus

Course Description:
Human Anatomy and Physiology is recommended for students seeking careers in the health related fields. It involves a systems approach to the structure and function of the human body. Emphasis is placed on cellular structure and physiology as well as the microscopic and gross anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems. The remainder of the systems will be covered in the second semester (BIO 222).

Textbooks:

Contact Me:
Stop by my office in person (a wonderful way for me to get to know you!) in order to set up and appointment, to get help with class material, and to talk. Please feel free to meet with me by appointment at times other than those listed. Please contact me by email or in person to set up the appointment.

- Office: LS 219
- Telephone number: 717-815-1530
- TXT number:
- Office Hours: Monday 10 – 11; Wednesday 10 – 12; OBA
- Email: ehodgson@ycp.edu
- Webpage: http://faculty.ycp.edu/~ehodgson/

Use the webpage to download extra lecture outlines as well as histology templates for lab and to find links to helpful websites.

Lecture and Lab:
A&P is carefully composed of both lecture and alb experiences. Your understanding of both will be essential to both lab and lecture; therefore lecture and lab material should be learned together as one entity. You will receive a set of handouts and a lab syllabus on the first day of the lab.
Attendance:
You are expected to attend every lecture and you are expected to come to lecture prepared. This means that you have printed out the associated lecture outlines available through my webpage and have read the corresponding material in the text. Feel free to write on the outlines, taking notes on what you have read prior to lecture. This will help you understand the lecture and comprehend more detail. Be prepared for periodic unannounced bonus quizzes. If you must miss a lecture, please try to get the information from a classmate. Bonus quizzes may be taken only when they are given in lecture. There are no makeup bonus quizzes.

Your attendance in A&P is directly correlated with your success in the course. Attendance is important and it is a reflection of your personal dedication to the course. Remember, attendance in lab is required.

Grading:
Your lecture grades (4 lecture exams) make up 60% of your total grade. Your lab grades make up 40% of your total grade (see the Lab Syllabus for details).

Grade Calculations:
Your final grade in A&P is a compilation of the grades you earned as calculated by the computer. No final grades will be rounded up or down or modified in any way unless a grade has been entered into the computer in error. You typically have the opportunity to earn 10 bonus points for each lecture exam by scoring points on bonus quizzes. Bonus points can play a significant part in your final grade. They can increase your final grade by as much as one letter grade. They make up the differences for misunderstandings or miscommunications and allow you to earn the “benefit of doubt” many times over. Therefore, it is important that you take advantage of these opportunities to improve your grade by coming to each class prepared for quizzes. There will be NO bonus points given at the end of the semester on an individual basis. All bonus points will be available to all students.

- 4.0 = Excellent (90-100)
- 3.5 = Very Good (85-89.9)
- 3.0 = Good (80-84.9)
- 2.5 = Above Average (75-79.9)
- 2.0 = Average (70-74.9)
- = Below Average (60-69.9)
- = Failure (<60)
Lecture Exams:
Lecture exams will be multiple choice exams. Students often misjudge the potential quality of a multiple choice exam and consider them simply *multiple guess/recognition* exams. Please understand that these exams are thorough and they evaluate your knowledge of anatomical terms and functions as well as your understanding of physiological concepts and processes. They also examine your ability to apply these concepts within various contexts and to new situations.

Lecture Exam Schedule:
Four lecture exams are planned for the dates listed below. I will often make changes to these dates as needed. Each one is worth 15% of your final A&P grade.

- Exam 1 –
- Exam 2 –
- Exam 3 –
- Exam 4 –

Make-up lecture exams will be given only for *documented excuses*. The make-up exams may be of a different format (e.g. oral/essay). Contact me *immediately* if you must miss a lecture exam.

Academic Integrity:
Read the *Academic Integrity in the York College Department of Biological Sciences* policy at the end of this syllabus. You will also receive a copy in lab that must be signed and returned to the lab instructor. We will keep your signed copy in your lab folder.

Academic integrity is expected of everyone. Academic dishonesty will not be tolerated. Anyone found guilty of academic dishonesty will receive a zero for that grade and may receive a zero for the rest of the course. This student may also be asked to discontinue the course. Documentation of the incident will be forwarded to the Dean of Academic Affairs and will become a part of the student’s permanent record. Cheating is a serious offense and the consequences are severe. However, what is even more important is that by cheating, you sacrifice your own integrity and reputation. Please be proud of your own work and proud of yourself!

Effective Communication:
You are expected to use proper English grammar and spelling on all written material submitted. You will be expected to demonstrate your ability to think critically through clear, effective writing. Failure to do so will result in lower grades. *YES, spelling counts!*
Study Suggestions:

1. Read your text and other assigned materials.
2. Use your index effectively.
3. Take advantage of the ADAM Interactive Physiology available in the computer lab, BA 101.
4. Be an active learner. Interact with the material.
5. Study with fellow classmates. Start a study group (remember... “see it, do it, TEACH IT” is an excellent way to learn).
6. Attend all lecture and albs.
7. Stay organized. Use a loose-leaf notebook for your lecture and lab handouts.
8. Don’t get behind!! Keep up with the work.
9. Take advantage of all learning opportunities.
10. Know yourself and your best study condition. Take advantage of your best study time.
11. Remember, everything we learn about is found in or on YOU! Use your body to help you learn.
Lecture Schedule:
Complete the specific readings and assignments **before** coming to the lecture.

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topic</th>
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<tbody>
<tr>
<td>September 1</td>
<td>Introduction; Chapter 1 – <em>An Introduction to the Human Body</em></td>
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<tr>
<td>September 3</td>
<td>Chapter 1 (con’t); Selected portions of Ch. 18 – <em>Endocrine System</em></td>
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<tr>
<td>September 8</td>
<td>Ch. 18 (con’t); Selected portions of Ch. 25 – <em>Metabolism and Nutrition</em></td>
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<td>September 10</td>
<td>Ch. 3 – <em>Cellular Level of Organization</em></td>
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<td>September 15</td>
<td>Ch. 3 &amp; 25 (con’t)</td>
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<td>September 17</td>
<td><strong>EXAM 1 (Ch.’s 1, 3, 18, 25)</strong></td>
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<td>September 22</td>
<td>Ch. 5 – <em>The Integumentary System</em></td>
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<tr>
<td>September 24</td>
<td><strong>EXAM 2 (Ch.’s 5, 6, 7, 8, 9)</strong></td>
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<tr>
<td>September 29</td>
<td>Ch. 6 – <em>The Skeletal System: Bone Tissue</em></td>
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<tr>
<td>October 1</td>
<td><strong>EXAM 3 (Ch.’s 10 &amp;12)</strong></td>
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<tr>
<td>October 6</td>
<td>Ch. 6 – <em>The Skeletal System: Bone Tissue</em></td>
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<tr>
<td>October 8</td>
<td><strong>EXAM 2 (Ch.’s 5, 6, 7, 8, 9)</strong></td>
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<tr>
<td>October 13</td>
<td>Ch. 10 – <em>Muscular Tissue</em></td>
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<tr>
<td>October 15</td>
<td><strong>Fall Break!! ENJOY THE FOILAGE!!</strong></td>
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<tr>
<td>October 20</td>
<td>Ch. 10 – <em>Muscular Tissue</em></td>
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<td>October 22</td>
<td><strong>EXAM 2 (Ch.’s 5, 6, 7, 8, 9)</strong></td>
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<td>October 27</td>
<td>Ch. 12 – <em>Nervous Tissue</em></td>
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<tr>
<td>October 29</td>
<td><strong>EXAM 3 (Ch.’s 10 &amp;12)</strong></td>
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<tr>
<td>November 3</td>
<td>Ch. 10 – <em>Muscular Tissue</em></td>
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<tr>
<td>November 5</td>
<td>Ch. 12 – <em>Nervous Tissue</em></td>
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<td>November 10</td>
<td>Ch. 12 – <em>Nervous Tissue</em></td>
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<tr>
<td>November 12</td>
<td><strong>EXAM 4 (Ch.’s 13, 14, 16) at 12:45 – 2:45</strong></td>
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<tr>
<td>November 17</td>
<td><strong>EXAM 3 (Ch.’s 10 &amp;12)</strong></td>
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<td>November 19</td>
<td>Ch. 14 – <em>The Brain</em></td>
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<td>November 24</td>
<td>Ch. 14 – <em>The Brain</em>; Ch. 16 -- <em>Sensory, Motor and Integrative Systems</em></td>
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<td>November 26</td>
<td><em>Thanksgiving Break – Yum ... Turkey!</em></td>
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<tr>
<td>December 1</td>
<td>Ch. 14 – <em>The Brain</em>; Ch. 16 -- <em>Sensory, Motor and Integrative Systems</em></td>
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<tr>
<td>December 3</td>
<td><strong>EXAM 3 (Ch.’s 10 &amp;12)</strong></td>
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<tr>
<td>December 8</td>
<td>Ch. 13 – <em>The Spinal Cord</em></td>
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<tr>
<td>December 10</td>
<td><strong>EXAM 4 (Ch.’s 13, 14, 16) at 12:45 – 2:45</strong></td>
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**Note:** This is a “working” schedule. There will likely be changes made. These changes are announced in lecture with ample lead time.
ACADEMIC HONESTY IN THE YORK COLLEGE
DEPARTMENT OF BIOLOGICAL SCIENCES

Science and the teaching of science represent a search for truth and they rest on ethical behavior and intellectual honesty. As such, both the Department of Biological Sciences and York College of Pennsylvania unequivocally condemn academic dishonesty. Academic dishonesty is defined in the York College Student Handbook as “all situations where a student makes use of the work of others and claims such work as his/her own.” Because the Department of Biological Sciences maintains high expectations for all students and is committed to stringent standards of academic honesty, we contend that all published information, in any form, must not be used unless rigorously paraphrased and properly cited. Moreover, all tests, projects, assignments, and lab reports require a solo effort unless specifically noted otherwise by the instructor. This means that the sharing of text, images, tables, figures, or data analyses with classmates is a breach of academic honesty. Furthermore, providing such information to others will be considered as dishonest as accepting or taking the information.

Work done in lab may involve partners, but the formal partnerships end when the laboratory period ends. At the end of a lab, each partner should leave with his or her group’s protocols, hypotheses, data, and any information about procedural problems. Once the in-lab work is completed, the work shifts from a group effort to a solo effort. This does not mean that students shouldn’t discuss lab concepts, problems, and general strategies and broad interpretations. Talking about science is healthy and is encouraged. And, it is understood that lab groups may obtain similar or identical quantitative data for a given project. In the end, however, data analyses and report writing as well as the overall presentation and interpretation of these data are to be done independently by the individual and not by the group.

If work submitted by two or more students appears unexplainably and unreasonably similar, academic dishonesty will be assumed. In this event, the instructor will provide written notification to the student, the Department Chair, and the Dean of Academic Affairs of the charge and the sanction. Documentation related to instances of academic dishonesty will be kept on file in the student’s permanent record. If the academic dishonesty is the student’s first offense, the instructor will have the discretion to decide on a suitable sanction up to a grade of 0 for the course. If the Dean of Academic Affairs determines that the academic dishonesty is the student’s second offense. The Student Welfare Committee will automatically conduct a hearing
to review the charge and decide on an appropriate sanction, which will involve academic suspension or dismissal from the College. Students are not permitted to withdraw from a course in which they have been accused of academic dishonesty.

If questions about academic honesty arise, see the course instructor before completing and submitting your work. In addition, specific information about the York College of Pennsylvania Academic Dishonesty Policy can be found on page 6 of the most recent edition of the Student Handbook.

Sign below:

I, __________________________(print), have read this statement, the syllabus, and the Biology Lab rules for Anatomy and Physiology I (BIO 220/221) and I understand and accept departmental and college expectations of academic honesty and ethical conduct. I realize that my failure to comply may result in my failure of this class.

_______________________________________________________

(signature)

Note: This is your copy. You will sign a copy in lab and it will be kept in your personal lab folder.